Dear Family Member:

Welcome to Lindenwood University! During The Parent Experience you will find that families are an integral part of the LU community. Your student’s success is positively shaped and impacted by your supportive involvement in their transition and adjustment to college. Lindenwood University’s mission is to “offer values-centered programs leading to the development of the whole person - an educated, responsible citizen of a global community.” I encourage you to support your student by allowing him or her to be responsible for his or her choices and actions.

The Parent Experience is an exciting program that was designed to introduce you to Lindenwood University’s faculty, staff, and resources. We will encourage your student to learn and take advantage of the resources on campus, and we hope that you will do the same. While you are here, meet and converse with the President, Dr. Evans, ask questions of faculty and department representatives, and meet other parents and family members.

The Office of First-Year Programs was created in 2007 to provide first-year students with the support and resources needed to have a successful transition to Lindenwood University. This office facilitates a retention program for first-year students; provides services to enhance their academic, social and personal development; and works towards fully engaging and integrating first-year students into the University community.

We encourage you to stay connected with Lindenwood University, attend campus events, and enjoy your student’s college experience.

Welcome to the Lindenwood University family!

Regards,

Dr. Shane Y. Williamson, Dean
First-Year Programs

We look forward to seeing you on Parents’ Day — October 15, 2011
## Schedule of Activities

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>2:00 – 3:00 p.m.</td>
<td><strong>Coffee with President Evans</strong></td>
<td>VIP Room, Performance Arena</td>
</tr>
<tr>
<td>3:00 – 4:00 p.m.</td>
<td><strong>Lindenwood University Connection</strong></td>
<td>Performance Arena</td>
</tr>
<tr>
<td></td>
<td>Dr. Shane Williamson, Dean, First-Year programs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dr. James Evans, President</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dr. Jann Weitzel, Provost</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Academic Deans</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dr. John Oldani, Vice President for Student Development</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Student Development Directors Introductions</td>
<td></td>
</tr>
<tr>
<td>4:30 – 6:15 p.m.</td>
<td><strong>BBQ</strong> (Must purchase your tickets by 2:00 p.m.)</td>
<td>Across from Performance Arena</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Rain Location: Cafeteria in Spellmann Center</td>
</tr>
</tbody>
</table>
Letting Go, Yet Being Involved in Your Student’s College Life

• **DO** support your student as he/she begins to assume his/her own independence.

• **DO** encourage your student to accept responsibility for his/her own actions and choices.

• **DO** remain in communication with your student.

• **DO** listen and learn about your student’s new life, friends, choices, and needs.

• **DO NOT** attempt to resolve your student’s problem before he/she does.

• **DO NOT** assume responsibility for your student’s actions and choices.

• **DO NOT** encourage your student to always come home, but to become involved in campus clubs/organizations.

• **DO NOT** believe the following myths: “There is nothing to do here on the weekends,” “I did not know we were having a test today,” “No one here helps me,” or “I had to sign up for a credit card for the free gift.”

---

**Parents Communications**

http://www.lindenwood.edu/parents/

parents@lindenwood.edu
Top Questions to Ask your Student

Are you studying at least 25 hrs per week?
College is a full-time job. You should be in class, studying, or doing homework approximately 40 hrs per week.

Are you going to class?
Skipping class is the #1 reason why students fail. You have to attend class to learn the material, and it is directly connected to your grade.

Are you scheduling your social life time?
Everyone needs down time, but students need to learn to manage their “goof-off” and social life time. Many students spend a significant amount of time on Facebook, but do not consider this “down time.”

Are you reviewing the material in each class weekly?
Review all material each week, then preparing for an exam is easy.

Are you starting your assignments early?
The unexpected happens…you get sick, your computer dies, or you do not understand the assignment. Start assignments with plenty of time for the UNEXPECTED.

Are you completing your Work and Learn hours?
Student should be completing approximately 10 hours/week to remain on track in order to complete 150 hours for each semester.

Have you gone to see your professors during office hours?
Professors like to help students. Visit your professors during their office hours, especially if you need help.

Have you formed a study group?
Studying complex material is more efficient with a study group.

Are you going to tutoring or the Writing Center?
http://www.lindenwood.edu/academics/tutor.cfm. Many students will wait until they fail a test or paper to seek help. As soon as they do not understand the material, encourage them to seek additional assistance.

Have you seen your advisor?
Students need to meet with an advisor in September/October (Freshmen Experience assignment) and October/November (to plan for next semester). Advisors also can help students drop/add a class, refer to tutoring, and provide academic support.

Do you know when is the last day to withdraw?
After this date (October 29th) students cannot withdraw from a class.
Frequently Asked Questions

**ADMINISTRATIVE DIVISIONS**

**ACADEMIC SERVICES**

Location: Roemer Hall, Lower Level  
Office Hours: Monday – Thursday, 8 a.m. – 6 p.m., Friday, 8 a.m. – 5 p.m., Saturday, 8 a.m. – 4 p.m.  
Contact: Barry Finnegan (Dean)  
(636) 949-4954  
bffinnegan@lindenwood.edu

How do I go about registering for or dropping courses after the term has started?

Enrollment forms and Add/Drop Withdraw forms must contain your Student ID, your name (last & first), the department name (ex: COM, EDU, PE, etc.), course number (5 digit number), and the section number (2 digit number). This information must be in the spaces provided. These forms also need your advisor’s signature. Check the catalog for deadline dates to withdrawal from classes.

What address should I use when I complete the forms?

Addresses must be your actual home address. It cannot be the University’s address. International students should also give their home address.

When registering, how can I tell which courses are still open?

Your advisor has access to the open class list. Students can check to see if a class is open by accessing the ‘Enrollment Report’ folder on PC:Common. You can also check ‘Course Offering’ within your student portal. This will display course schedule and instructor information for the selected term. Courses that are closed are noted *CLOSED* in red. If the class is closed, you will need the signature of the school dean for that specific course.

How do I order an official transcript of my coursework at Lindenwood?

Order transcripts online at www.lindenwood.edu or in person at the cashier window in Roemer Hall. You must submit a completed Transcript Request Form and payment by cash, check, or money order in the amount of $5. Transcripts requested in person are only available for pick-up. Requests to have transcripts mailed are only available through the online service. You must be in good financial standing with Lindenwood to order a transcript. In accordance with federal law (The Family Educational Rights and Privacy Act), student transcripts are issued only at the written request of a student. A transcript will not be released without the student’s signature appearing on the request.

How can I obtain verification of my enrollment at Lindenwood University?

Enrollment verification may be obtained from our office or the National Student Clearinghouse at www.studentclearinghouse.org.

**BUSINESS OFFICE**

Location: Roemer Hall, First Floor  
Office Hours: Monday – Friday, 8 a.m. – 5 p.m.  
Contact: Terry Kapeller (Business Office Manager)  
(636) 949-4972  
tkapeller@lindenwood.edu

Last Names, A thru G - Kathy Steenberg  
636-949-4967  
ksteenbergen@lindenwood.edu

Last Names, H thru O - Jose Jones  
636-949-4969  
jjoness@lindenwood.edu

Last Names, P thru Z - Sharon Beck  
636-949-4968  
sbeck@lindenwood.edu

When is tuition due?

Semester students: 1st semester (fall), Aug. 1st, and 2nd semester (spring), Jan. 2nd.

Does Lindenwood offer a payment plan?

Yes, debit plan is an alternative to making full payment prior to the start of the school year. Using this method, your payments are directly (electronically) transferred from your checking account to your Lindenwood University account.

What if I do not plan to participate in Work and Learn?

The amount that you were awarded should be paid or added to your payment plan at the beginning of the semester.

Can I pay monthly with a credit card?

No, if you are not on a payment plan, the money is due in full on the given dates or must be covered by a Parent Plus loan. The full payment can be put on a credit card.

When can we start a payment plan?

As soon as possible after the FAFSA has been filed, which can be as early as April. The payments are smaller because they are spread over a longer period of time. Books are paid for by the students. If the student’s parent has taken out a loan with the book money included, the student can get a book voucher. Any other extra money has to remain on the account until a credit is shown. The financial aid agreement is your bill. Informational statements are sent out periodically. Late fees are assessed if tuition is not paid in a timely manner.

**BUTLER LIBRARY**

Location: Butler Library  
Office Hours: Sunday, 2 p.m. – 12 a.m., Monday – Thursday, 8 a.m. – 12 a.m., Friday, 8 a.m. – 5 p.m., Saturday, 9 a.m. – 4 p.m.  
Contact: Liz MacDonald (Dean)  
(636) 949-4396  
emacdonald@lindenwood.edu

What resources are available at Butler Library?

Butler Library houses over 100,000 books, professional journals, and popular magazines. In addition, the library subscribes to over 50 online databases that are accessible through the library’s website http://www.lindenwood.edu/library. Most databases
subscribed to by the library provide full-text access to research materials. In addition to the databases, the library has purchased supplementary electronic tools that easily facilitate navigation of these online resources. A valid student ID is required to access the library databases and to check out books.

What services are available at Butler Library?
Students have access to reference librarians for assistance with research. Reference librarians are available in the library, but may also be contacted via email, telephone, or live chat through the library website http://www.lindenwood.edu/library. The library provides students with access to computers equipped with up-to-date programs and web browsers. Students have access to free printing, free color scanning, and free wireless connectivity. Photocopying is available for 10 cents per page. There are 25 individual study rooms for quiet study, and four larger rooms that may be reserved for quiet study. Additionally, the Writing Center, the English Preparedness Program, and Student IDs are available in the library. The library also has ample space for studying, relaxing, enjoying a cup of coffee at the coffee shop, watching the flat screen TV, or playing a game of chess.

What do I need to check out a book?
In order to take advantage of these resources, students must obtain a student ID. Students may obtain IDs through the Work and Learn office in the Spellmann Center, or at the library during posted hours.

How many books can I check out at one time?
Students may check out up to 20 books.

How long can I keep the books that I check out?
Undergraduates may check out books for three weeks. If a book is needed for longer than three weeks, a student has the ability to renew the item(s) on line at http://www.lindenwood.edu/library, by telephone, email, or by coming to the library. If a book is not returned on time, fines will accrue.

What if I need a book or article not held by Butler Library?
Students have access to over 6,000,000 book titles through Butler Library in conjunction with its membership to a statewide academic library consortium (MOBIUS). MOBIUS gives enrolled students physical and electronic access to virtually every academic library collection in the state of Missouri. If a student needs materials not available through MOBIUS, there is an interlibrary loan service for any items not available at Butler Library.

Can I access library resources outside of the library?
Students can access library resources through the library website http://www.lindenwood.edu/library. The library website provides students electronic access to the library catalog, databases, subject guides, events, special services, staff contact information, and library hours. Students may also use the library website to chat with a reference librarian, check his or her library account, renew library materials, and request books and articles from other libraries.

What do I do if I need to renew my books?
Students can renew books by telephone, email, or by coming to the library. If a book is not on the flat screen TV, or playing a game of chess.

What do I need to do to obtain accommodations?
Students need to submit written documentation to the coordinator. Documentation needs to be a current (within three-to-five years) assessment by a licensed professional and include history, diagnostic tests, diagnosis, and recommendations for accommodations at the university level. These assessments are often called “Psychoeducational Evaluations” and/ or “Psychological Evaluations” (IEPs do not qualify as documentation).

What kinds of accommodations are available?
Reasonable accommodations are provided on an individual basis and are determined based on submitted documentation as well as discussion with students. Accommodations include, but are not limited to, the following: assistance with note taking, classroom changes, double time on tests, private testing area, and extended time on writing assignments.

How do I let my professors know?
The coordinator will provide eligible students with a “Campus Accessibility Faculty Notification Form” listing accommodations. Students then meet with their professors to give them this form and discuss accommodations. This form confirms that students are eligible for and have requested the classroom accommodations listed therein.

How often do I need to request accommodations?
Students need to request accommodations before the beginning of each semester/term and whenever a class change occurs.

---

### CAMPUS MAIL

<table>
<thead>
<tr>
<th>Location</th>
<th>Evans Commons, Second Floor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Hours</td>
<td>Monday – Friday, 8 a.m. – 5 p.m.</td>
</tr>
<tr>
<td>Contact:</td>
<td>Mike Tolman (Director)</td>
</tr>
<tr>
<td></td>
<td>(636) 949-4563</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:mtolman@lindenwood.edu">mtolman@lindenwood.edu</a></td>
</tr>
</tbody>
</table>

How do I contact the mailroom?
The mailroom is located on the second floor of the Evans Commons, Second Floor.
Commons. Feel free to visit and mailroom personnel will assist you. The phone number is 636-949-4169. You can also visit the Work and Learn Office (located in the Spellmann Center) or call 636-949-4563 and ask to speak with Mike Tolman or Eric Mircsov.

How do I get a mailbox?
Please contact the mailroom to request a mailbox. Mailboxes are available to all resident students; commuters are not authorized to use them. Each year returning students must confirm their mailbox to avoid losing it.

Is there a charge to have a mailbox?
No. Lindenwood provides them free of charge to resident students.

Will I have my own mailbox?
Yes. We have over 4,000 mailboxes available for students. Students who require special accommodation should notify the mailroom to make arrangements. Students who request to share a mailbox will be accommodated as much as possible.

When am I able to pick up my mail?
Mail is available through your mailbox daily during the hours the Evans Commons is open (generally until midnight). Each day’s delivery is normally available, in your mailbox, after 2:00 p.m. Oversize mail and accountable mail are only available Monday to Friday between 8:00 a.m. and 5:00 p.m. There is no service on weekends other than through your mailbox.

How do I know if I have any oversize or accountable mail?
Each day, as the mail is accounted for, an email notification is generated and sent to the student’s Lionmail account.

Are there limits on what I can receive?
Whatever mail you can receive at your home may be received at the campus mailroom. Extremely heavy or oversize items are discouraged as the student will have to pick them up at another location. Alcohol and drugs are forbidden. Food/liquids should be avoided.

Is there anything I should be aware of?
Yes. Tell your correspondents not to send you cash in cards and letters. Ask them to use your correct name and avoid nicknames; be aware there may be other students with the same first and last name as yours. You must provide identification in order to receive accountable mail; you cannot receive mail that is addressed to someone else. Be sure your mail is properly addressed!

How should my mail be addressed?
Your name
Mailbox number
Lindenwood University
St. Charles, MO 63301

Do you sell stamps?
No. There is a U.S. Post Office approximately one mile from campus that provides mail services other than delivery.

What is the best way for packages to be sent to me?
Use any accountable mail service such as UPS, DHL, FEDEX, and USPS. These services allow your valuable mail to be tracked and identified.

What happens to my mail during the holidays and summer?
Student mail will be placed in mailboxes and held in the Evans Commons mailroom during the holidays and over the Christmas and Spring Breaks. During the summer, all mail that is in the mailboxes and that is received will be returned to sender or forwarded to the addressee if requested. It will not be kept in the mailroom. The student must make arrangements for mail over the summer.

CAREER DEVELOPMENT

<table>
<thead>
<tr>
<th>Location:</th>
<th>Spellmann Center, Room 3175</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Hours:</td>
<td>Monday – Friday, 8 a.m. – 5 p.m.</td>
</tr>
<tr>
<td>Contact:</td>
<td>Dana Wehrli (Director)</td>
</tr>
<tr>
<td></td>
<td>(636) 949-4806</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:dwehrli@lindenwood.edu">dwehrli@lindenwood.edu</a></td>
</tr>
<tr>
<td></td>
<td>Brandi Goforth (Assistant Director)</td>
</tr>
<tr>
<td></td>
<td>(636) 949-4307</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:bgoforth@lindenwood.edu">bgoforth@lindenwood.edu</a></td>
</tr>
</tbody>
</table>

What does Career Development do?
Career Development coordinates on-campus interview and resume/job matching programs, brings together LU students/graduates and representatives from business, industry, governmental agencies, and educational institutions; conducts job search seminars, hosts or co-hosts a variety of career fairs, and maintains the LIONetwork online career center management program.

Why should I register with Career Development?
Creating a profile on the LIONetwork enables students and alumni to participate in services offered by main campus Career Services:

- On-campus interviews: Sign up for an interview or submit a resume for interviewing consideration.
- Resume referrals: Post a resume and have it referred to interested employers.
- Online job postings: View job opportunities and apply directly to employers who post available positions.
- Upcoming career events: Receive emails on various career-related activities.

NOTE: This is a free and confidential service for LU Students and Alumni. You may remove yourself from the LIONetwork at any time.

How can I register with career development?
To access the LIONetwork, go to http://lindenwood-csm.symplicity.com/students

New users:
- Click on the “Register” icon
- Complete the online registration and submit
- Career Services will review your registration and send confirmation via email when you are approved to begin using the system

Returning Users:
- Enter username and password in the log-in section

Will your office create a resume for me?
Career Development is available to assist current students in creating a resume. If you would like to generate a first or polish an existing resume, Career Development will guide you through the process. Stop by or call during regular business hours and a
How can I leave a resume for career development to refer to employers?
Career Development refers out hundreds of resumes per semester. All resumes referred to employers are pulled from the LIONetwork database. If you would like for our office to refer your resume to interested employers, please complete a profile and upload your resume onto LIONetwork. It is extremely important to keep your resume up to date for this service. You can save several versions of your resume on the LIONetwork; however, you must select one primary resume for our office to refer.

What types of workshops are offered by Career Development?
Each semester, Career Services hosts a variety of career-related presentations and information sessions for students and alumni. Topics include:
• Self Assessment
• Dressing for Success
• Interviewing Techniques
• Resume Writing Techniques
• Job Fair Preparation
• Job Search Strategies

Am I eligible for services once I graduate?
Alumni may utilize career services by creating a profile and uploading a resume on the LIONetwork. We frequently receive employer requests for new grads as well as experienced candidates. Access to the LIONetwork is always free of charge.

Is Career Development going to get me a job when I graduate?
It is important to remember that we are not an employment office. We do not “place” anyone nor do we create jobs. Rather, our primary objective is to serve students in a much broader and more important way—to help define and clarify goals, to explore alternatives, to identify options, and to assist you in planning and implementing your individual job search strategy.

FINANCIAL AID

Location: Roemer Hall, Lower Level
Office Hours: Monday – Thursday, 8 a.m. – 6 p.m.; Friday, 8 a.m. – 5 p.m.; Saturday, 8 a.m. – 4 p.m.
Contact: Lori Bode (Director)
(636) 949-4925
lbode@lindenwood.edu

What is a FAFSA?
A FAFSA is a Free Application for Federal Student Aid. This application must be completed in order to determine eligibility for federal and state aid. A student and parent can complete this process online at www.fafsa.ed.gov.

I have completed my FAFSA for my freshman year. Do I need to complete it again?
Yes. You must complete a new FAFSA each year. We recommend you file the application by March 15 to ensure you meet the Missouri State Grant deadline of April 1.

I have a student loan in my financial aid package. Do I still need to complete the FAFSA?
Yes. The FAFSA will determine eligibility for grants and loans.

Is the student loan in my financial aid package in my name or in my parents’ name?
The Subsidized/Unsubsidized loan is in the student’s name, and the student is responsible to repay the loan funds. The Master Promissory Note (MPN) must be completed and signed by the student.

Do I have to take out a student loan?
A student loan is being offered as a form of payment. You are not required to take out a student loan. If you choose not to take out a loan, the amount will be added to the Student/Family payment.

I completed a Master Promissory Note my freshman year. Do I need to complete it again?
The Master Promissory Note (MPN) is good for 10 years. If you remain continuously enrolled at Lindenwood University, you should not need to complete a new MPN.

I do not understand the Financial Aid Award Letter I received. Who can answer my questions about my financial aid?
It is important for you to have any questions about your financial aid answered by a financial aid officer. The Financial Aid Office is located in the lower level of Roemer Hall. We are open Monday-Thursday 8 a.m.-6 p.m. and Friday 8 a.m.-5 p.m. and Saturday 8 a.m.- 4 p.m.

Who should sign the Financial Aid Award Letter?
The award letter must be signed by the student.

How often will I receive a Financial Aid Award Letter?
You will typically receive an award letter once a year. However, if there are revisions made to your award, the Financial Aid Office will mail a revised award letter to you. If you are a residential student and school is in session, the award letter will be sent to your campus mailbox. If you are a commuter student, the award letter will be mailed to your home.

I have been asked to complete W-4 forms by the Work and Learn office. Why?
Lindenwood University offers two types of work study programs. If you have been asked to complete a W-4 form, you have been awarded Federal College Work-Study. This program is supplemented by the Department of Education and requires the completion of several documents in order for you to receive payment. This is considered taxable income, and you will be issued a W-2 for the tax year.

FIRST-YEAR PROGRAMS

Location: Spellmann Center, Fourth Floor
Student Development Office Suite
Office Hours: Monday – Friday, 8 a.m. – 5 p.m.
Contact: Dr. Shane Y. Williamson (Dean)
(636) 949-4728
fye@lindenwood.edu

What is the Office of First-Year Programs?
The Office of First-Year Programs is committed to providing first-year students with the support and resources needed to have a successful transition to Lindenwood University.

Who are first-year students?
First-year students are all traditional undergraduate students who are attending college for the first-time and transfer students with
fewer than 24 transferable credits who have not successfully completed a Freshmen Seminar course at their previous institution. First-year students include all students who are currently enrolled in high school, regardless of the amount of college credit they have earned.

**What services do you provide?**

We coordinate the First-Year Experience and LUL 101 course. We also provide individual support to students who are facing academic issues; follow up and meet with all first-year students who are not performing well academically, missing class, or exhibiting inappropriate behavior; and provide individual support to students who are facing personal issues. We have an open-door policy for all first-year students who have questions or concerns. Never go home with a question unanswered – just contact us.

**What is LUL 101?**

LUL101 is a two-credit required course for graduation that focuses on the tools necessary to become a successful college student at Lindenwood University. We know you have the academic skills to succeed at LU, but often other factors impede students’ success. Thus, academic, social, and personal development is stressed throughout the course. Should you not pass LUL 101, you will not be able to repeat the course and the F will remain on your transcript permanently.

**Do I have to complete LUL 101?**

All first-year students must take a LUL #101 course during their first semester. Transfer students who successfully completed a Freshmen Seminar course at another college are exempt from taking LUL 101.

---

**HONORS COLLEGE**

Location: Butler Hall 214  
Office Hours: Monday – Friday, 8 a.m. – 5 p.m.  
Contact: Dr. Michael Whaley  
Director of the Honors College Board  
(636) 949-4561  
mwhaley@lindenwood.edu

**How does a student become a member of the Lindenwood Honors College?**

An incoming freshman with a 29 or better on the ACT or a transfer student with a 3.3 GPA or above from the previous college or university is eligible to apply to join the Honors College. Lindenwood students who have a 3.3 GPA or above after the first semester may also apply.

**What are the requirements to graduate with University Honors?**

The student must maintain a 3.3 GPA while completing 24 hours for Honors credit.

**How does a student earn Honors credit for a course?**

The student must earn an A in the course while satisfactorily completing an extra project. While any class can be taken for Honors credit with permission of the professor, Lindenwood now has Honors sections. The Honors sections have a maximum of 20 students and all the students in the class are Honors students. This allows for more in-depth discussion and more individual attention from the professor.

**What are the benefits of graduating with University Honors?**

University Honors is the highest award Lindenwood confers. “University Honors” is noted on the student’s diploma and transcript. This may aid the student when applying to graduate schools and in future job searches. At the graduation ceremony, those graduating with University Honors are listed in the program and are recognized when receiving their diplomas. These graduates also receive a distinctive purple braid to wear on their gowns. At the spring Honors Convocation, the President presents plaques to the students graduating with University Honors.

**What if a student starts but does not complete the Honors program?**

Any courses completed for Honors credit are listed on the student’s transcript forever. There is no penalty for not finishing.

**How do I learn more about the Honors College?**

There is additional information on Lindenwood’s Web site. There is a link from “Academics” to the Honors College. There are brochures outside the Academic Services Office in Roemer Hall and in Butler Hall Room #214.

---

**HOUSING**

Location: Spellmann Center, Fourth Floor  
Student Development Office Suite  
Office Hours: Monday – Friday, 8 a.m. – 5 p.m.  
Contact: Michelle Giessman (Director)  
(636) 949-4848  
mgiessman@lindenwood.edu

**How do I change my room?**

All housing assignments are frozen for the first two weeks of the semester. This gives all of the residents a chance to move into their rooms. After the two week period is over, you can apply for a change by filling out a Room Change Request in the Housing Office.

**When are Housing sign-ups?**

All students are required to sign up for housing every March when they enroll for classes. Three weeks are allotted for housing sign ups. Each student MUST complete a housing contract and be enrolled in classes to secure a housing assignment and to continue the Financial Aid agreement.

**May I insure my belongings in the residence halls?**

Because Lindenwood University does not assume responsibility for the personal property (including automobiles) of students and guests and carries NO insurance to cover such property losses even in the event of fire, theft, or other disasters, students are urged to consider insuring personal property through “homeowners” or personal effects policy (preferably by extending the policy carried by their parents). General insurance (health and property) information is available in Student Development.

Students should clearly mark personal possessions and maintain records of serial numbered items. Loss or damage to personal property should be reported immediately to Terry Russell, Dean of Students.

**Are the residence halls always open? What are the move-out procedures?**

All residences are closed for Christmas/Semester Break, Spring/Easter Break, and the end of Spring Semester. Failure to leave by the designated time or returning before the halls re-open will
result in charges being added to the student’s account. To remain on campus during this time, a Housing Break Form must be submitted to the Director of Housing at least one week prior to the date in question. Accommodations will be made on a space-available basis. Students remaining on campus during these breaks may be required to relocate to other residences. It is the responsibility of the student to contact the Housing Office two days prior to check-out day to verify if he/she has been approved to stay.

May I have a pet in my room?
Only fish are permitted in any campus residence. Students with unauthorized pets will be required to remove the pet immediately from campus. Failure to do so will also result in disciplinary/financial action.

I have a problem in my residence hall, what should I do?
First, notify your Resident Adviser on your floor. He/she will be able to direct you to the appropriate person. Second, if the problem persists, discuss it with your Resident Director. Third, contact the Housing Office.

What restrictions should I be aware of?
Waterbeds, microwaves, window air conditioners, halogen lamps, George Foreman Grills, incense, and candles are prohibited for safety reasons. Due to space restrictions in some resident halls, any extra furniture—love seats, recliners, etc.—must be approved through the Housing Office prior to bringing the furniture into the hall. It must also be okay with your roommate. All LU furniture placed in your room MUST remain in the room at all times.

Where can I find out more information about this office?
The student handbook covers all aspects of student life at Lindenwood University. If you have any other questions not covered in the handbook, please do not hesitate to contact our office.

If there is an emergency on campus, what do I do?
If a life-threatening incident occurs during normal business hours, dial 911, and then call the Security Office at (636) 949-4687/4980. After normal business hours and weekends, call (636) 262-4622/4623. Normal business hours are from 8:00 a.m. – 5:00 p.m. Monday through Friday.

If there is an emergency maintenance issue, what do I do?
During normal business hours, call (636) 949-4922/4996. If after normal business hours and weekends, call (636) 262-4622/4623.

STUDENT AND ACADEMIC SUPPORT SERVICES

Location: MAB, Room 206
Office Hours: Monday – Friday, 8 a.m. – 5 p.m.
Contact: Ms. Christie Rodgers (Dean)
(636) 949-4697
crodgers@lindenwood.edu

What is SASS?
Student and Academic Support Services (SASS) support the LU student community through academic engagement, problem resolution, service learning opportunities, and provision of resources. We are committed to a student-centered environment reinforcing retention and persistence to graduation by encouraging academic and individual development, along with social responsibility.

When should I contact SASS?
Students should contact SASS if obstacles or barriers are interfering with student success, both inside the classroom and beyond. Students may also contact SASS if they are need of a student Ombudsman. A student Ombudsman is a neutral party who works as a student liaison for problem resolution. The purpose of an Ombudsman is to provide confidential consultation involving informal complaints, financial options, and policy clarification and to facilitate communication with University offices on behalf of the student.

STUDENT COUNSELING AND RESOURCE CENTER

Location: Lindenwood University Cultural Center
(N. Kingshighway and Adams)
Office Hours: Monday – Friday, 8 a.m. – 5 p.m.
Contact: Dr. Marsha Andreoff (Counseling Coordinator)
(636) 949-4528
mandreoff@lindenwood.edu

What is the purpose of the SCRC?
SCRC’s purpose is to provide support for the University’s academic goals by decreasing student stress, aiding in the effort to provide an emotionally healthy environment, and helping students focus on personal and career goals, thereby contributing to students’ motivation, performance, and satisfaction with the University and improving retention.

Will the services cost me anything?
No. Counseling services are free to Lindenwood students.
How do I go about setting up an appointment for a counselor? Initially, you will call 636-949-4528 to talk with Dr. Andreoff or e-mail her at mandreoff@lindenwood.edu. She will then assign you to a professional counseling intern.

Who will be working with me? You will be working with one of our professional counseling interns who have completed all of their masters’ coursework and are now completing their internship. Dr. Andreoff supervises counseling interns.

How is my confidentiality protected? When you call in, Dr. Andreoff will initially talk with you and assign an intern and a case number. She wants to talk with you first so that she can help make a good fit between you and your professional counseling intern. No one but your intern and Dr. Andreoff knows who belongs to your number or has access to your records. Neither the professional counseling intern nor Dr. Andreoff can talk to anyone about your participation with the SCRC without your written permission.

If I have been suspended from school, can I still use the services? No. Services are reserved for current Lindenwood University students.

What if I have a friend who needs help but refuses to call the center him/herself? There are three things that you can do. [1] Call Dr. Andreoff and talk with her. She may be able to help you help your friend. [2] Call Dr. Andreoff with your friend in the room. After talking with Dr. Andreoff for a bit, your friend may feel more comfortable talking with her and will get on the phone. [3] Ask your friend if he/she would be willing to go with you to see Dr. Andreoff. Then you can call Dr. Andreoff and set up a time to meet. She is more than willing to talk with both of you.

I’m an RA/RD and have residents I think may need help. Do I tell them to contact the SCRC or should I call myself? You can do both. Sometimes students just need the phone number and are more than willing to call and set up a time to get together with Dr. Andreoff. Sometimes, you might not be sure of what to do. So call Dr. Andreoff anyway. A good plan can be developed between the two of you. Sometimes the student is reluctant to go to SCRC alone. So, if you are willing, you and the student can set up a time to see Dr. Andreoff together. (This happens quite often.)

What kind of counseling will I receive? Is it just for students with mental health problems? No. The SCRC is not just for students with mental health problems. Most of the students who visit the SCRC are dealing with stress, relationship problems, test anxiety, time and money management problems, feeling down and having no energy, or just trying to adjust to university life, which is not always easy.

If I call to inquire if counseling is appropriate for me, do I have to commit to services? No. Feel free to call Dr. Andreoff and talk with her. She could help you decide what you think is best for you.

The Lindenwood University Student Health Center provides a variety of services to meet the needs of Lindenwood University students. Students are seen by appointment except during walk-in clinic hours. The nurse practitioner sees acute illnesses and minor injuries. There is usually no cost for students to see a nurse practitioner.

What are the general hours of operation? General hours are noted above. Students are seen by providers on a first-come, first-served basis; prescheduled appointments take priority.

How is the Student Health Center staffed? Registered Nurse Practitioners provide health services and education. The Registered Nurse Practitioner is available by appointment and on a walk-in basis. The nurse practitioner provides assessment and treatment of acute and chronic health problems. A local primary care physician supervises the nurse practitioner.

What is the cost for a visit to the Student Health Center? Incidental fees paid by all students cover the cost of most nurse practitioner services including office visits and some in office laboratory testing. There is a nominal charge for special services, vaccines, and supplies. These costs are billed to the student’s Lindenwood University account.

What are the services provided? • Registered Nurse Practitioner provides confidential care, free of charge
• Office visits include services for flu-like symptoms, cough, common cold, treatment of illness and injury (non-emergency), and blood pressure monitoring
• In-office laboratory testing including, urine, throat, pregnancy, flu, mononucleosis, glucose, tuberculosis, total cholesterol screening, and sexually transmitted diseases
• Well-woman examinations
• Immunizations
• Physical examinations, sports physicals, and consultations

What services are provided at a nominal fee? The following services are provided for a nominal fee:
• Flu vaccine available in the fall
• Tetanus vaccine and vaccines required by school admissions
• Pap smears
• Crutches, braces, and support wraps

STUDENT HEALTH CENTER

Location: Spellmann Center, Lower Level (inside the Connection)
Office Hours: Monday – Friday, 7:30 a.m. – 3:30 p.m.
Contact: (636) 949-4804
To Make An Appointment

What is the Student Health Center? We want our students to maintain optimal health while pursuing their academic goals and develop or sustain a lifestyle that will support wellness throughout their lives. The Lindenwood University Student Health Center provides a variety of services to meet the needs of Lindenwood University students. Students are seen by appointment except during walk-in clinic hours. The nurse practitioner sees acute illnesses and minor injuries. There is usually no cost for students to see a nurse practitioner.

What are the general hours of operation? General hours are noted above. Students are seen by providers on a first-come, first-served basis; prescheduled appointments take priority.

How is the Student Health Center staffed? Registered Nurse Practitioners provide health services and education. The Registered Nurse Practitioner is available by appointment and on a walk-in basis. The nurse practitioner provides assessment and treatment of acute and chronic health problems. A local primary care physician supervises the nurse practitioner.

What is the cost for a visit to the Student Health Center? Incidental fees paid by all students cover the cost of most nurse practitioner services including office visits and some in office laboratory testing. There is a nominal charge for special services, vaccines, and supplies. These costs are billed to the student’s Lindenwood University account.

What are the services provided? • Registered Nurse Practitioner provides confidential care, free of charge
• Office visits include services for flu-like symptoms, cough, common cold, treatment of illness and injury (non-emergency), and blood pressure monitoring
• In-office laboratory testing including, urine, throat, pregnancy, flu, mononucleosis, glucose, tuberculosis, total cholesterol screening, and sexually transmitted diseases
• Well-woman examinations
• Immunizations
• Physical examinations, sports physicals, and consultations

What services are provided at a nominal fee? The following services are provided for a nominal fee:
• Flu vaccine available in the fall
• Tetanus vaccine and vaccines required by school admissions
• Pap smears
• Crutches, braces, and support wraps
What is the Lindenwood Student Government Association (LSGA)?
The Lindenwood Student Government Association (LSGA) is an organization committed to the highest form of student representation on the Lindenwood University campus. LSGA searches out, identifies, and acts upon student concerns in a constructive and effective manner working in cooperation with the appropriate University officers, programs, and departments. LSGA facilitates the academic, social, spiritual, and physical well being of the student body as set forth in the Lindenwood University mission statement.

What is the Lindenwood Student Government Association (LSGA)?
The Lindenwood Student Government Association (LSGA) is an organization committed to the highest form of student representation on the Lindenwood University campus. LSGA searches out, identifies, and acts upon student concerns in a constructive and effective manner working in cooperation with the appropriate University officers, programs, and departments. LSGA facilitates the academic, social, spiritual, and physical well being of the student body as set forth in the Lindenwood University mission statement.

What is the Student Life & Leadership Office?
Lindenwood University believes in the importance of co-curricular involvement in activities as a valuable supplement to classroom learning in the total educational process. The Student Life & Leadership Office serves as a coordination center on campus and works with student organizations in facilitating activities and projects.

The Office of Student Life & Leadership will:
- Assist you in joining/starting student organizations
- Inform you about Greek Life on campus
- Give you the opportunity to help plan campus wide event
- Inform you about various events happening on campus
- Serve as a direct resource for any questions you have about campus life

What types of organizations are available for me to join?
Student organizations are an important part of university life, providing opportunities for students to design and implement programs, events, and activities that extend and amplify the goals of Lindenwood’s mission. Students may compliment their academic experiences by becoming involved with approximately 73 student clubs and organizations that, along with the Student Life & Leadership Office, are the major scheduling source for lectures, movies, dances, entertainers, and a wide variety of other events planned to satisfy the diverse needs and interests of the Lindenwood University community. To find out more about the various organizations available to you, visit the Student Life & Leadership section of the Lindenwood Web site.

How do I start a student organization?
Students interested in starting a student organization need to fill out an application for recognition, which can be found in the Student Life & Leadership section of the Web site under Procedural Planning. The application includes elements such as the organization’s constitution, mission statement, and a list of potential members. Additional details about starting an organization can be found on the Web site.

What is the Student Life & Leadership Office?
Lindenwood University believes in the importance of co-curricular involvement in activities as a valuable supplement to classroom learning in the total educational process. The Student Life & Leadership Office serves as a coordination center on campus and works with student organizations in facilitating activities and projects.

The Office of Student Life & Leadership will:
- Assist you in joining/starting student organizations
- Inform you about Greek Life on campus
- Give you the opportunity to help plan campus wide event
- Inform you about various events happening on campus
- Serve as a direct resource for any questions you have about campus life

What types of organizations are available for me to join?
Student organizations are an important part of university life, providing opportunities for students to design and implement programs, events, and activities that extend and amplify the goals of Lindenwood’s mission. Students may compliment their academic experiences by becoming involved with approximately 73 student clubs and organizations that, along with the Student Life & Leadership Office, are the major scheduling source for lectures, movies, dances, entertainers, and a wide variety of other events planned to satisfy the diverse needs and interests of the Lindenwood University community. To find out more about the various organizations available to you, visit the Student Life & Leadership section of the Lindenwood Web site.

How do I start a student organization?
Students interested in starting a student organization need to fill out an application for recognition, which can be found in the Student Life & Leadership section of the Web site under Procedural Planning. The application includes elements such as the organization’s constitution, mission statement, and a list of potential members. Additional details about starting an organization can be found on the Web site.

What is the Lindenwood Student Government Association (LSGA)?
The Lindenwood Student Government Association (LSGA) is an organization committed to the highest form of student representation on the Lindenwood University campus. LSGA searches out, identifies, and acts upon student concerns in a constructive and effective manner working in cooperation with the appropriate University officers, programs, and departments. LSGA facilitates the academic, social, spiritual, and physical well being of the student body as set forth in the Lindenwood University mission statement.
What is Work and Learn?
Work and Learn is Lindenwood University’s version of the Student Work Program. In return for performing a job on campus, the student earns a reduction in his/her Room and Board of up to $1,200.00 per semester. The amount of reduction is based on how much work the student performs; 150 hours of work will earn the full $1,200.00.

What type of work will I be assigned?
You will be assigned to a job that supports the University’s needs. Eighty-five percent of the jobs are in housekeeping (maintaining the dormitories and classroom buildings), environmental maintenance (maintaining the campus grounds), or the cafeteria. There are also a small number of other jobs in administration and for the coaching staff, but these are limited. Upper class and transfer students are encouraged to participate in the Community Service Program, and these students provide assistance to local nonprofit organizations and schools.

Can I change jobs?
In some cases, yes. Before a student can change assignments, both supervisors must agree to the change. There must be a valid opening to fill, and the job must be approved by the Work and Learn Office. A supervisor stating he/she will let you work for him/her is not sufficient; the opening must be verified by the Work and Learn Office. Students who work outside of their assigned work area will not receive credit for the work they perform in the other job. A supervisor does not have to release a student worker; in order to meet University requirements, all jobs require a minimum number of workers.

If I work more than 150 hours, will I get paid?
No. The requirement is 150 hours as this is the amount work authorized by the Financial Aid Award. Lindenwood feels that working more than 150 hours detracts from the student’s academic performance. The work being performed is to repay the University the $1,200.00 that was reduced from the Room and Board fee; therefore, once that point is reached, extra work is not recognized.

Do I have to participate?
No. Participation in this program is voluntary.

Is this program recommended for everyone?
No. The majority of these jobs are performed between 8:00 a.m. and 5:00 p.m. Students who have off-campus jobs, who participate in sports, or who take an overload of classes have difficulty finding the time to do the required amount of work.

If I decide not to participate and then change my mind, may I participate?
The answer depends on how you were packaged by the Financial Aid Office. If you were packaged for Work and Learn and during registration you decided not to participate, you may change your mind with the first two weeks of the semester and register for a job; otherwise you must wait until the end of the semester. If you were not packaged for Work and Learn and you decide you want to participate, you must go to the Financial Aid Office and arrange to change the way you were financially packaged. After that is completed, the Work and Learn Office will find a job for you.

Can I get fired?
Yes. If you do not adhere to the work schedule you set with your supervisor, do not report for work, are a disruption at work, or cause the supervisor to distrust you, you will be removed from your job.

How are my work hours recorded?
Your supervisor will receive a timesheet for you at the beginning of every month. You are to record the hours you work on that timesheet and submit it to the Work and Learn Office at the end of the time-period. If no timesheet is present, report to the Work and Learn Office to determine why it was not sent to your job site. Every month the Business Office sends out statements on which is recorded the amount of Work and Learn remaining to be worked for the semester. The first statement begins with $1,200.00 and should get smaller each month; if the amount isn’t reduced, this is because either the student did not work or submitted the timesheet late.

How will I know how many hours I’ve worked?
Keep a personal record of the hours/days you work. You will see your timesheet at the end of each period when you sign it. Don’t sign it early! Record this also. Your supervisors may keep copies for you to refer to later and the Work and Learn Office keeps an unofficial record of what you have submitted. The Business Office has the official record and the originals of your timesheets. Students are encouraged to go to their Student Portal. Under My Work and Learn, they can find the status of all timesheets that were submitted during the semester. Your individual record may be an invaluable reference if an error in the records should occur. Students should keep copies of their Work and Learn timesheets.

ACADEMIC SCHOOLS

AMERICAN STUDIES & RECREATION LEADERSHIP

Majors: American Studies & Recreation Leadership
Location: Roemer 041 & Daniel Boone Campus
Office Hours: Monday – Friday, 8 a.m. – 5 p.m.
Contact: Dr. David M. Knotts (Dean)
(636) 798-2166
dknotts@lindenwood.edu

How do I select a field to study that will open the doors to a successful career?
Pursue a field you find interesting and you enjoy. If you are happy with your field, then you will do well in your studies. If you do well in your studies, you will be more competitive for the job market. And, when you start your career and you love the work, you will be successful.

What is American Studies and what can you do with the degree?
American Studies examines the core values and ideas that define American culture and seeks to explain the diversity of its past through modern times. The field takes a strong interdisciplinary approach drawing on courses offered on campus under English, History, Political Science, Sociology, Anthropology, Archeology,
and other disciplines. American Studies graduates pursue a broad range of careers including business, law, libraries, museums, historic sites, government, education, journalism, and other media and social services.

**What can I do with a degree in Recreation Leadership?**
Recreation professionals are responsible for promoting healthy lifestyles by ensuring the availability of future parks, resources, and recreation and leisure opportunities. A student with a major or minor in recreation will gain knowledge and skills needed for positions of leadership in public, nonprofit, and commercial service sectors. Positions may include organizing sport leagues, facilitating youth programs and camps, managing aquatic and community recreation centers, educating individuals and groups about the outdoor environment, and/or supervising a variety of activities including special events, high adventure, counseling, therapeutic, and team building as well as many other leisure activities.

**I am interested in American Studies (or) Recreation Leadership. How do I learn more about what these fields do?**
Contact the dean (email works best) or one of the faculty and schedule a time to meet and discuss the respective fields of study and the career opportunities. Also, consider taking one of the introduction courses (AST 20100 The American Promise/REC 10200 Recreation and Leisure Services and Professions), which will give you an overview and opportunity to explore that discipline. The professors in the respective programs are your best resources.

**Where would I find the offices of these department chairs?**
Recreation Leadership - Professor Joe Lovell, Roemer 041 
jlovell@lindenwood.edu
American Studies - Dr. David M. Knotts (Dean), Roemer 041
dknotts@lindenwood.edu

**What are the degree requirements?**
Both programs require a total of 128 credit hours of which 42 hours are upper division 3000 level or above. Fifty percent of the total coursework must have been taken at Lindenwood University, and 50% of the courses required for a major must also be taken at LU. Successful completion of all general education courses are required. Students must maintain a cumulative GPA of 2.0 in all courses taken at LU. A Bachelor of Arts in American Studies requires 52 credit hours for a major and 21 credit hours for a minor. A Bachelor of Arts in Recreation Leadership requires 51 credit hours for a major and 21 credit hours for a minor. Degree program bingo sheets can be found on PC Common or by visiting the School of American Studies Webpage.

**Are all Recreation and American Studies courses taught at the Daniel Boone Campus?**
The majority of the courses are taught on the main campus. Some courses or portions of courses are taught on the Boone Campus as appropriate, such as the activity courses Muzzle Loading, Dutch Oven Cooking, Casting & Angling, Land Navigation, and Wilderness Survival. The Daniel Boone Campus is an educational resource with over 1,000 acres allowing students to participate in hands-on or experiential learning.

**Does American Studies require a foreign language?**
The B.A. in American Studies does not require a foreign language. However, those students with interest in taking a foreign language should consider doing so. Some graduate programs in American Studies require at least two years of language training.

**How are internships in either program set up, and where do you do these?**
Students in both the American Studies and Recreation leadership may select and apply for internships appropriate to your area of study anywhere in the country. Internships may be done in the summer or either of the fall or spring semesters. Opportunities exist within the local community as well as other portions of the state or nation. While students may contact and establish their own internship opportunity, it must be approved by the School of AST and agreement established between the university and the organization in which the internship is conducted.

**May students of any major do their Work and Learn or volunteer at the Boone Home?**
Yes. The Daniel Boone Home is a National Historic site and is open to the public for tours and educational programming. Work and Learn students and volunteers may serve as tour guides, help with school groups, work in the Gift Shop, or do forest and wildlife conservation projects on the site.

**COMMUNICATIONS**

**Majors:**
Advertising, Public Relations: Corporate Communication, Journalism, Mass Communication, Interactive Media and Web Design and Digital Cinema Arts

**Location:**
Spellmann Center, Lower Level

**Office Hours:**
Monday – Friday, 8 a.m. – 5 p.m.

**Contact:**
Mike Wall (Dean)
(636) 949-4880
mwall@lindenwood.edu

**Does Lindenwood have a radio station?**
Yes. In fact, two radio stations. 89.1 The Wood, (KCLC-FM). The station has a range of about 50 miles and is run by Lindenwood broadcast students. The music format of the station is Album Adult Alternation (Triple-A in radio jargon). The station is also the home of Lindenwood sports and select high school football and basketball. Last year, Lindenwood added 89.1 HD-2 The Experience, featuring music from the late 60s and early 70s.

**Who can be on the radio?**
Students who have successfully completed COM15100 Radio Production are eligible to do shifts on the radio station. Special permission is given to students with prior radio broadcast experience and who have successfully completed an examination on FCC rules and regulations. Students who are interested in broadcasting sporting events can do so without the aforementioned requirements, but they must obtain special permission from the Station Manager or Operations Manager.

**Where is the radio station?**
Right off the elevator on the first floor of the Spellmann Center.

**Can my club or organization advertise its fundraiser on 89.1 The Wood or 89.1 HD2 The Experience?**
The Lindenwood stations are licensed as a non-commercial educational radio stations which makes advertising of any kind very restricted. The lack of commercials keeps the stations popular.

**Does Lindenwood have a television station?**
Yes, LUTV. This is channel 989 on the St. Charles Charter Cable System, channel 99 on AT&T U-verse (off campus)
and channel 26 in the dorms. The channel also streams its programming worldwide (available on the Lindenwood Web page). Approximately 50,000 homes have access to channel 26. The station is designated as an educational channel and is on the cable 24 hours - 7 days a week. Most of the station’s programs are produced by Lindenwood students. Many Lindenwood sports events are shown live and/or tape delayed and shown on LUTV.

Who can be on television?
Since so many of the academic programs at Lindenwood host topic-specific shows, there are many opportunities for any student to be on television. Our news and special production projects are usually hosted by communications or theater students, but this is not requirement. Watch for announcements for auditions, which will be posted on bulletin boards, announced in classes, The Legacy, Channel 40, and on Café tables.

Where is the TV station?
The studios for LUTV are located in the Charter Digital Studios on the first floor of the J. Scheidegger Center for the Arts.

Does Lindenwood have a student newspaper?
Yes. The Legacy. It is published twice a month and is available at many locations around campus. The paper sells advertising to local merchants and you might find valuable coupons among the ads.

Who can be on the newspaper staff?
If you have an interest in being involved with The Legacy, contact Professor Tom Pettit (636) 949-4364.

Where is the newspaper office?
The Legacy office is on the third floor of the Spellmann Center (S3095) across from the student computer lab.

If I have questions about any of the Communications division, who should I contact?
89.1 The Wood, - Station Manager Mike Wall or Operations Director Rich Reighard.
LU-TV26 - Station Manager Peter Carlos or Operations Director Ed Voss
The Legacy - Advisor Tom Pettit
Public Relations (academic) - Dr. Curt Billhymer
Multimedia - Program Manager Dr. Jason Lively (Dr. Dude)
General Communications Info - Dean Mike Wall

EDUCATION

Majors:
Early Childhood Education, Elementary Education, Middle School Education, Secondary Education or High School certification is available through declaring the major in a content area (i.e., Math, History, etc.) and then declaring the Minor in Education; Physical Education, Athletic Training, Exercise Science

Minors:
Secondary Education Certification Program, Special Education, Education with No Certification Early Childhood, Elementary, Middle School, Secondary (High School) certification in a content area (i.e. Math, History, etc.) Physical Education, Athletic Training, or Exercise Science.

How do I get accepted into the education program?
Acceptance to the Teacher Education Program is divided into two distinct levels and is the result of action by the Council on Teacher Education. The council considers applications after the student has completed a majority of general education requirements, not more than 15 hours of education coursework, has earned a minimum GPA of 2.5, and attained a passing score on the CBASE test.

The final level of acceptance comes after the student has passed the subject area exit assessment (PRAXIS II) prior to student teaching. In addition, a portfolio approved by the School of Education must be completed before the earned grade for student teaching is recorded and recommendation for certification to the Missouri Department of Elementary and Secondary Education (DESE) can take place.

CBASE Information
Students are encouraged to take the CBASE during the freshman year. The College Base (CBASE) exam was adopted by the Missouri State Board of Education. Teacher candidates must score 235 or higher in each of the four subject areas (English, math, science, and social studies). The test will last approximately four hours. The cost of the test is $48.00 and should be paid the day of the test or before in Roemer Hall Room 106. “Walk-ins” will be permitted by permission of the Test Coordinator. On the day of the test, students check-in at 7:00 a.m. The test begins at 8:00 a.m. Students must verify their identification with one or more of the following: Driver’s License, Student ID, and/or Social Security Card. Results will be mailed with six to eight weeks.

Where do I get information on the PRAXIS II Exam?
Go to www.ets.org.

Praxis Information
This test must be completed before you student teach. Elementary candidates are encouraged to take the PRAXIS after they have taken Methods of Reading, but not later than Junior year. EDU 21500 is a new course requirement for students. This course will prepare students for the PRAXIS as well as completing portfolio. The total cost to take the Praxis is approximately $115.00. Late registration fees are approximately $40.00. If you miss the late registration date you can pay $65.00 to register on standby. Praxis tests are offered approximately every two months. A schedule is available at www.ets.org. Study guides are available online at a variety of Websites and are usually about $20.00 -$40.00. Results will be mailed to you in approximately four to six weeks. Lindenwood University is now a PRAXIS II test site, however, you will still need to go to www.ets.org to register for the test.

What are the areas of certification?
Undergraduate programs include Early Childhood Special Education, Early Childhood, Elementary Education, and Middle School Education.
Students who plan to teach at the Secondary Education level will earn a degree in the content area and also earn the appropriate certification (9 – 12 or K – 12). Secondary students should
declare a Minor in Secondary Education. Those students adding special education to their programs should declare a Minor in Special Education.

Can I get a certificate in just special education?
No. You must select a specific content area of certification, then you can add on the special education certificate. Students adding on Special Education should declare a Minor in Special Education.

How do I know who my advisor is?
Every student is assigned a faculty advisor in the education program. Advisors will be listed on your Student Portal. This information is located on My Grades link, or students can check with Academic Services. Visit your advisor early and often to be sure you are on the right track. Advisor Office Hours are located on the School of Education Website and in the PC Common School of Education folder accessible from the Website PC Common Login and from any campus computer under My Computer icon. Advisors provide you with a program planning advising sheet that lists the required courses for your degree (both General Education classes and teacher education classes). Program planning worksheets are located in the PC Common School of Education folder accessible from the Website PC Common Login and from any campus computer under My Computer icon. Students are required to meet with an advisor each semester in order to discuss program plans and future course enrollment. After this meeting the advisor will unlock the student portal so that students can register online. If the online enrollment deadline is missed, students will need to meet with his or her advisor to complete the paper enrollment form with advisor’s signature. Students need to submit the enrollment form to Academic Services to register for classes. Make appointments early.

Do I need an advisor in both the School of Education in my academic area?
Yes, if you are seeking certification in the secondary or K-12 areas. The main advisor will be in your content area. For example, if the major is chemistry, your advisor will be a chemistry professor.

How do I know what courses I should take?
Program planning sheets are available from each advisor. Program plans and other key education information can be found in the PC Common School of Education folder accessible from the website PC Common Login and from any campus computer under My Computer icon. Your advisor will assist you in developing your four year plan. Each education program has a specific program of courses. There is little, if any, room for electives. It is important to follow the defined program in order to graduate in a timely manner. The course catalog and schedules can be found online at www.lindenwood.edu or on the ground floor of Roemer Hall outside the Registrar’s Office.

Do I really need this prerequisite?
If there is a prerequisite listed, students need to take it. If there are questions about prerequisites based on transfer credit, contact the appropriate advisor.

Do I really need two math courses for Elementary Education Certification?
An early childhood and elementary major must have satisfied the state/School of Education requirement for two math courses. The required courses are MTH 134 and MTH 135.

Do both of the science requirements need a lab?
Early Childhood/Elementary Majors: Need two science labs. Middle School Majors: Need to follow general education requirements and major requirements. General Education requires one science lab, unless the content area is science. Secondary Minors: Need to follow general education requirements and major requirements. General Education requires one science lab, unless the content area is science.

21 Emphasis Hours
Elementary Education Majors will need 21 hours in one content emphasis area. These courses can be taken from the general education courses already required; however, student may need to take additional courses to meet the 21 hour requirement.

Scholarships and Grants
Scholarship and grant opportunities can be found in the School of Education folder in PC Common. Currently, there is the Emerson Grant Opportunity and the TEACHGrant. Scholarly and Professional Organizations The School of Education has several organizations. Students are invited to participate in Honors courses and Special Education. Please see the School of Education Website for more information.

FINE AND PERFORMING ARTS

Majors: Art, Dance, Fashion Design, Music, Performing Arts and Theatre Arts Management
Location: Center for Fine and Performing Arts
Office Hours: Monday – Friday, 8 a.m. – 5 p.m.
Contact: Donnell Walsh (Dean)
(636) 949-4853
Dwalsh@lindenwood.edu
Larry Quiggins (Associate Dean)
(636) 949-4850
Lquiggins@lindenwood.edu

If I am not a major in Fine and Performing Arts, can I still be involved in plays, choirs, dance concerts, etc.?
The School of Fine and Performing Arts provides opportunities for any student, regardless of his or her major, to audition and/or participate in the following:
• University Chorus
• Voices Only
• Marching and Jazz Bands
• Instrumental Ensembles
• Women’s Chorus
• Dance Concert
• Lion Line
• Concert Choir
• Lindenwood Dance Ensemble
• Theatre productions
• Modeling for the Spring Fashion Show

If I want more information about concerts, plays, classes, etc., in Fine and Performing Arts, who do I contact?
Here are the numbers to call for more information:
• Vocal Music - Pam Grooms (636) 949-4320
• Voices Only – Pam Grooms (636) 949-4320
• Marching/Jazz Band - Joe Alsobrook (636) 949-4164
• Orchestra - Shane Williams (636) 949-4153
• Dance - Janet Strzelec (636) 949-4306
• Dance Line(s) and LU Dance Ensemble - Jan Strzelec, (636) 949-4306
• Theatre - Larry Quiggins (636) 949-4850
What kinds of events are produced in the course of a year that I can attend? Do they cost anything?

Events and activities produced and presented by Lindenwood University students and faculty occur throughout the year and are free to Lindenwood students. These events include: instrumental and vocal music concerts, dance concerts, theatrical productions (Main Stage and Black Box), and improv shows. There is a charge to attend the professional series held in The Bezemes Family Theater, but there is a ‘Student Rush’ for 25 tickets two hours prior to each professional production.

How do I get tickets?
The Box Office number is (636) 949-4433. It is open Monday-Friday from 10:00 AM – 6:00 PM, and Saturday 10:00 AM – 2:00 PM. It is located on the main floor of the J. Scheidegger Center for the Arts. To obtain your (2) two complimentary tickets to Lindenwood University productions, you must do so in-person at The Box Office with a valid student ID. No phone sales will be accepted for complimentary tickets.

Where can I find out about auditions, etc.?

Audition and concert notices are available on the webpage under “Activities” and are generally posted in Harmon Hall, at the LUCC, the cafeteria, or can be found by calling one of the faculty members listed above. Drama and Musical Theatre auditions also are posted on the call boards in the rear hall of the Scheidegger center.

If I am a major in Theatre, Music, Dance, Art, Arts Management, or Fashion Design, can I do my Work and Learn in the area of my major?

In most cases, we do not accept freshmen in divisional Work and Learn positions. However, you should talk with your faculty advisor about possible exceptions.

Where are the faculty offices located for the various departments in Fine and Performing Arts?

Dance—J. Scheidegger Center for the Arts
Fashion Design—J. Scheidegger Center for the Arts
Graphic and Computer Art—J. Scheidegger Center for the Arts
Music—J. Scheidegger Center for the Arts
Studio Art—Studio East
Theatre—J. Scheidegger Center for the Arts

Majors: English, Foreign Languages (Spanish and French), General Studies, History, International Studies, Philosophy, Political Science, and Religion

Location: Butler Hall 214
Office Hours: Monday – Friday, 8 a.m. – 5 p.m.
Contact: Dr. Michael Whaley (Dean)
(636) 949-4561
MWhaley@lindenwood.edu

I’d like to major in History, English, Foreign Language, International Studies, Philosophy, Political Science, or Religion; what should I do?

Come in and talk to your professor (if you are currently in one of these classes), the department chair, or the Dean of Humanities. Any of the above will work to put you on the path toward the education and experiences you want and need. Get a degree in something you will enjoy; you can find a way to make it useful.

What can I do with a degree in History, English, Foreign Language, International Studies, Philosophy, Political Science, or Religion?

Talk to one of the professors in these departments; you might be surprised at how many options really exist in each of these fields.

Where would I find the offices of these department chairs?

English - Dr. Kyle Glover, Butler 204
General Studies - Dr. Meredith Marsh, Butler 303
History and Geography - Dr. Jeffrey Smith, Butler 201
International Studies- Dr. Ryan Guffey, Spellmann Center
Foreign Language - Dr. Nancy Durbin, Butler 317
Philosophy - Dr. David Brown, Butler 100
Political Science - Dr. Joseph Cernik, Butler 212A
Religion - Dr. Michael Mason, Butler 304

Can I take a certain required general education class the semester before I graduate?

Please keep track of your general education requirements along with your advisor. Also please take your required general education classes as much as possible, before the last semester of your senior year. You don’t want these requirements to keep you from graduating!

Can I use my one semester of foreign language and another class to fulfill my cross-cultural requirements?

No. You must either use two semesters of foreign language or two other cross cultural classes. These courses are marked with “CC” in the course listing. One semester of Foreign Language and a “CC” class will not fulfill this requirement. Two foreign language courses at the intermediate level or above are required for those majoring in English.

What is the English Composition Requirement?

You must take English 150 (English Composition I) and receive a “C” or better, and then you must take English 170 (English Composition II) and pass it with a “C” or better. You must also pass a Writing Proficiency Exam to graduate.

What is the Literature requirement?

Two Literature classes are required. You must pass English 170 with a C or better before taking Literature. The first has to be at the 200-level; after that you can take a 300-level Literature if you desire, but you can use two 200-level classes to fulfill the requirement. Also, they do not have to be two classes from a sequence, so you don’t need both World Lit I and II or American Lit I and II. Children’s Literature does not count.

What classes fulfill my US History/Government requirement?

Currently, History 105 and 106 (US History I or II), History 155 (US Government: Politics and History) and PS 155 (American Government: The Nation) and PS 156 (American Government: The States).

Are there opportunities to study abroad?

Yes. We have regular semester, J-Term, and summer offerings. Please visit http://www.lindenwood.edu/academics/study abroad.cfm to learn more about the various programs.
I want to become a better writer, but I'm not necessarily in an English class; what can I do?
There is a writing center available in the Butler Library Basement to assist students wanting to improve their writing.

Are tutors available for Humanities courses?
Tutors are available for many courses offered in the School of Humanities. Check with your instructor or the school dean, Dr. Michael Whaley, for details.

HUMAN SERVICES

Majors:  Criminal Justice, Social Work, Nonprofit Administration, Christian Ministry Studies, and Fire and Paramedic Science

Location:  Memorial Arts Building, Room 209

Office Hours:  Monday – Friday, 8 a.m. – 5 p.m.

Contact:  Carla Mueller (Dean)
(636) 949-4731
cmueller@lindenwood.edu

What can I do with a degree from the School of Human Services?
Our graduates have found that jobs are available at graduation based on the education received from our programs. Graduates are now employed as:

Christian Ministry Studies—ministers/pastors, youth pastors, missionaries, worship leaders, camp directors/managers, servant/ leaders requiring a basic theological education.

Criminal Justice—law enforcement officers, deputy juvenile officers, criminal investigators, security personnel, victim advocates, correctional officers, probation and parole officers, juvenile delinquency workers, law school and Criminal Justice graduate school candidates.

Nonprofit Administration—Boy Scout district executive, fundraising specialist, YMCA program coordinator, volunteer manager, Humane Society directors, NPA graduate school candidates, program coordinators/directors.

Social Work—child abuse/neglect investigators, substance abuse case managers, foster care workers, nursing home social workers, adoption specialists, disabilities case managers, probation and parole officers, MSW candidates.

What new programs are available?
We have added a degree in Fire and Paramedic Science designed to prepare students for a career as a Paramedic and/or as a fire fighter.

What special opportunities are available to majors in the School of Human Services?
Our programs are oriented to hands-on education. Internships and practicum experiences in social service agencies, participation in a student police academy, service projects such as blood drives, and helping families in need at the holidays, and field trips to prisons, children’s homes, detention facilities and women’s domestic violence shelters are part of the learning experience. Cross-cultural study through low-cost trips to Europe is offered by the Criminal Justice Program. With a strong connection to the community, guest speakers, community forums and participation in conferences and workshops enhance the classroom experience for our majors.

Is the Social Work Program accredited?
The Social Work Program is fully accredited by the Council on Social Work Education through 2013.

What is ROTC?
The School of Human Services includes Military Science, which enables students to earn appointments as commissioned officers in the United States Army. Full scholarships can be obtained by taking the Army Reserved Officer Training Corps (ROTC) advanced courses. A minor in Military Science can now be earned.

How do I get admitted to the Police Academy Program?
Contact any Criminal Justice professor for advising on the core course requirements. These courses must be completed to be eligible to apply for admission to the Police Academy Program.

Who do I contact about these majors?
Please do not hesitate to contact the Department Chairs about any of our majors:


Criminal Justice—Dr. Pernell Witherspoon, MAB 109, (636) 949-4987

Fire and Paramedic Science & Nonprofit Administration—
Dr. Julie Turner, MAB 303, (636) 949-4652

Social Work—Professor Debra Johnson, MAB 207, (636) 949-4193

SCHOOL OF BUSINESS AND ENTREPRENEURSHIP


Location:  Harmon Hall 101

Office Hours:  Monday – Friday, 8 a.m. – 5 p.m.

Contact:  Roger, Ellis, J.D. (Dean) (636) 949-4839
rellis@lindenwood.edu

or Dr. Renee Porter, (Associate Dean) (636) 949-4667
rporter@lindenwood.edu

Why should I study business administration in college?
The study of business and free enterprise is exciting and relevant to what’s going on in the world. With the skills and knowledge a business degree affords, students graduating with a business administration degree are in great demand for employment.

Is a Lindenwood education relevant for me?
Whether you enter business, education, medicine, law, the arts, or any other field of endeavor, successful leaders in the 21st century must have not only specialized knowledge, but also management expertise and an understanding of the economic, political, and social arenas in which business functions. Lindenwood’s curriculum is designed to give you the breadth and depth of knowledge to be a successful leader. The combination of arts and sciences and business fundamentals will enable you to understand both operations and strategy, the details, and the big picture.

When can I start to take my business courses at Lindenwood?
Unlike most other business programs in which you must wait until your junior year to begin professional courses, you may take Introduction to Business and Free Enterprise during the first semester of your freshman year. You will be able to integrate your business and non-business courses throughout your four years of study at Lindenwood.
Are there business areas in which I can specialize?
Yes. You can major in fields such as accounting, economics, marketing, management, finance, retail merchandising, sport management, international business, and entrepreneurial studies.

What if I’m undecided about my career choice in business?
In that case, you could take a generalized course in business and your major would be business administration. About half of our graduates take that route.

Is it possible to take a minor in business administration?
Yes. Numerous Lindenwood students supplement their major field of study with a minor in business administration in order to broaden their knowledge and enhance their career prospects.

Who would my instructors be if I studied business administration?
The majority of Lindenwood’s business professors have attained the highest academic degree in their field and many have a CPA or other professional designation. In addition, many have served as executives and owners of businesses before entering the teaching profession and each bring a great amount of first-hand business experience to the classroom.

Are Lindenwood professors accessible?
Lindenwood professors are very accessible. Every professor holds daily office hours. In cases where the student is unable to meet during standard office hours, he/she may call or email the professor to set up an appointment. Professors are available to assist students with class material and also with class selection, internships, graduate study, and careers.

<table>
<thead>
<tr>
<th>SCIENCES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Majors:</td>
<td>Anthropology, Biology, Chemistry, Computer Information Systems, Computer Science, Environmental Biology, Mathematics, Pre-dental, Pre-engineering, Pre-medical, Pre-nursing, Psychology, and Sociology.</td>
</tr>
<tr>
<td>Location:</td>
<td>Young Hall 214</td>
</tr>
<tr>
<td>Office Hours:</td>
<td>Monday – Friday, 8 a.m. – 5 p.m.</td>
</tr>
</tbody>
</table>
| Contact: | Dr. Marilyn Abbott (Dean)  
(636) 949-4912  
mabbott@lindenwood.edu |

What kinds of careers do LU Science graduates pursue?
Many recent LU graduates have entered medical, dental, and graduate school programs. Others are employed as computer programmers, laboratory technicians, field biologists, social service professionals, and high school teachers.

How do I declare a Science major and/or become assigned to a Science advisor?
Contact the dean of the school, Dr. Marilyn Abbott.

Where on campus are Science classes offered?
The majority of the courses offered by School of Sciences faculty meet in classrooms or labs in Young Hall, which is located near the NW corner of the Heritage campus. Young Hall features completely remodeled lab classrooms for all biology, chemistry, physics and earth science courses, three computer classrooms, and a new greenhouse facility. Lab facilities for Student/Faculty research are also available.

Are tutors available for Science courses?
Tutors are available for most courses offered in the School of Sciences. Math tutors are available throughout the day Monday-Friday in Young Hall Y309. Biology and Chemistry tutors offer day and evening sessions Sunday-Thursday. Other times are available by appointment. Psychology tutors are available Monday-Friday in Young Hall 105. Specific time schedules are published each semester. Check with your instructor or in the Tutors folder on PC Common, for details.
2011-2012 Academic Calendar
Fall Semester 2011

International Student Orientation and Check-in ............................................................... August 15
Faculty Workshops ................................................................................................................ August 15-19
Freshman Orientation Check-in .............................................................................................. August 17
Freshman Orientation .............................................................................................................. August 17-21
Fall Residential Check-In ....................................................................................................... August 20-21
Classes Begin .......................................................................................................................... August 22
Freshman Convocation 4 p.m. ................................................................................................. August 24
Last day to register for or add class, or choose audit ............................................................... August 26
Labor Day Holiday .................................................................................................................. September 5
Last day to withdraw with “W” ............................................................................................... September 30
Late Start Classes begin .......................................................................................................... October 3
Last Day to Register for a Late Start Class ............................................................................ Before the third day of class
Midterm Grades due, noon ...................................................................................................... October 10
Last date to withdraw with “WP”/”WF” ................................................................................ October 28
Spring semester and J-Term registration for Seniors .......................................................... November 7
Spring semester and J-Term registration for Juniors ............................................................. November 10
Spring semester and J-Term registration for Sophomores ...................................................... November 15
Spring semester and J-Term registration for Freshmen ........................................................ November 17
Faculty In-service Day- no classes held except for MBA and LCIE evening classes .......... November 23
Thanksgiving Holiday ............................................................................................................. November 24-25
Last Day of Classes ................................................................................................................ December 2
Final Exams ............................................................................................................................ December 5-9
Deadline for making up INC grades from Spring ................................................................. December 9
Lindenwood residential semester student housing closes at 4:30 p.m. ............................ December 9
Final Grades due, 5 p.m. ......................................................................................................... December 13
Deadline to apply for March/May/June Graduation ............................................................. December 30

January Term 2012

Last Day to register for J-Term class ...................................................................................... December 27
J-Term Residential Check-In ................................................................................................. January 2
Classes Begin ........................................................................................................................ January 3
Days on which J-Term classes will meet ............................................................................... January 3-6, 9-12, 16-19
Last day to withdraw with a “W” ......................................................................................... January 12
Last day of class ..................................................................................................................... January 19
Final Grades due, 5 p.m. ......................................................................................................... January 23

Spring Semester 2012

International Student Orientation and Check-in ................................................................. January 16
New Student Registration/Orientation- Residential Housing Opens .................................... January 21
Spring Residential Check-In .................................................................................................. January 22
Classes Begin ........................................................................................................................ January 23
Last day to register, add a class, or choose an audit ............................................................. January 27
Sibley Day ............................................................................................................................... February 22
Deadline to apply for August Graduation ............................................................................ February 28
Last day to withdraw with a “W” ................................................................. March 2
Late Start classes begin .............................................................. March 5
Last day to register for a Late Start Class ........................................ Before the third day of class
Midterm Grades due, noon ............................................................... March 12
Fall Semester Registration and Housing Sign-up – Seniors ..................... March 12
Fall Semester Registration and Housing Sign-up- Juniors ......................... March 15
Fall Semester Registration and Housing Sign-up – Sophomores ............... March 20
Fall Semester Registration and Housing Sign-up- Freshmen .................... March 22
Spring Break ........................................................................ March 24-April 1
Last day to withdraw with a “WP” or “WF” ........................................... April 5
Good Friday – no classes will meet ..................................................... April 6
Honors Convocation ................................................................ April 22
Last Day of Classes ...................................................................... May 4
Final Exams .................................................................................. May 4-11
Deadline for making up “INC” grades from Fall .................................... May 11
Lindenwood Residential Housing closes at 4:30 p.m. .............................. May 11
Baccalaureate Ceremony and Graduate Students’ Commencement 7 p.m. .......................... May 11
Undergraduate Commencement 10 a.m. ........................................... May 12
Final Grades due, 5 p.m. ................................................................. May 15
Deadline to apply for October/December Graduation ............................ May 30

Save The Dates

4 - week grades ................................................................. September 19
Midterm grades .............................................................. October 10
Final grades ................................................................. December 13
Frequently Called Numbers

If You Have a Question About: You Should Call:

Academic Requirements/Registration
Academic Services, Roemer Hall ................................................................. (636) 949-4954

Athletics Events, Sports Information
Sports Information Director, Performance Arena ............................................ (636) 949-4615

Campus Accessibility Services
Memorial Arts Building, 210 ........................................................................ (636) 949-4510

Clubs, Organizations, Intramurals, Activities, Student Government
Student Life and Leadership, Evans Commons ............................................ (636) 949-4983

Emergency
Before 5 p.m. ............................................................................................... (636) 949-4922
After 5 p.m. & weekend ............................................................................... (636) 262-4622 or (636) 262-4623

Financial Aid
Financial Aid Office, Roemer Hall .............................................................. (636) 949-4923

First-Year Programs
Spellmann Center .......................................................................................... (636) 949-4728

Housing
Residential Life Office, Spellmann Center .................................................... (636) 949-4848

Mailroom
Evans Commons ............................................................................................ (636) 949-4169

Personal or Social Issues
Student Development Office, Spellmann Center ........................................... (636) 949-4985
University Chaplain, Butler Hall ................................................................ (636) 949-4825
Student Counseling and Resource Center, Cultural Center ....................... (636) 949-4528

University Account
Business Office, Roemer Hall ........................................................................ (636) 949-4650

Veterans’ Issues
Veterans’ Affairs, Academic Services, Roemer Hall ..................................... (636) 949-4105

Work and Learn Program
Work & Learn Office, Spellmann Center ....................................................... (636) 949-4562