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Today's Headlines

December 18, 2018

### **Elder Publishes Article**

Robyne Elder, assistant professor, Educational Leadership, and her colleagues piloted an entrance assessment for potential doctoral students during the 2017 academic year. She discussed the results in an article entitled "Using a Doctoral Program Entrance Assessment: Reflections on a Pilot Program and the Admissions Process" published in the December edition of [Assessment Update](#).

### **Winter Break Hours**

#### **Winter Break Hours: Business Office and Academic Services**

##### **Business Office Winter Break Hours**

Shared Services counter in Spellmann Center will be open Dec. 27 and Dec. 28, 9 a.m. – 1 p.m.

##### **Academic Services Winter Break Hours**

Academic Services will be open on Dec. 27 and Dec. 28 from 9 a.m. to 1 p.m.

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#### **Campus Mailroom Hours – Winter Break**

The St. Charles campus mailroom will be closed Saturday, December 22 through Tuesday, January 1 for winter break. However, limited mail services will be provided on Thursday, December 27 (dock and mailroom open 9 a.m. – 2 p.m.)

and Saturday, December 29 (dock accepting incoming deliveries 9 a.m.-2 p.m., no campus mail delivery). Normal business functions and hours will resume Wednesday, January 2 at 8 a.m. Please contact the mailroom at 627-2501 with any questions.

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### Food Service Hours for Winter Break

Please see the linked [flier](#) for food service hours over winter break.

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The flier features a dark blue background with a snowy winter scene and a large owl illustration. A yellow ribbon with red and green ornaments is tied around the top right corner. The text is white and yellow. The Lindenwood University logo is in the bottom right corner.

**LIBRARY SERVICES WINTER  
BREAK HOURS**  
Fri. Dec. 14 - Fri. Dec. 21 & Wed. Jan. 2 - Sun. Jan.13

Saturday	9:30 A.M. - 3:00 P.M.
Sunday	2:00 P.M. - 6:00 P.M.
Monday through Thursday	7:30 A.M. - 8:00 P.M.
Friday	7:30 A.M. - 5:00 P.M.
*Friday - Dec 21 closing early	7:30 A.M. - 3:00 P.M.

**CAMPUS IS CLOSED SATURDAY DEC. 22 - TUESDAY JAN. 1**  
MONDAY JAN. 14 - RESUME NORMAL HOURS

**LINDENWOOD**

LINDENWOOD  
UNIVERSITY

## Evans Commons Rec Center & Third Floor Track Finals Week & Winter Break Hours

December 8-9	10:00 A.M.—10:00 P.M.
December 10-14	7:00 A.M.—9:00 P.M.
December 15-16	CLOSED
December 17-21	7:00 A.M.—7:00 P.M.
December 22-January 1	CLOSED
January 2-4	7:00 A.M.—7:00 P.M.
January 5-6	CLOSED
January 7-11	7:00 A.M.—7:00 P.M.
January 12	CLOSED
January 13	12:00 P.M.—10:00 P.M.



### Previously in The Digest

#### Summer Camp/Conference Facility Requests

If you are interested in hosting a camp or a conference on campus this summer, please view the [Summer Facility Request Guidebook](#) and then submit a proposal to [Samantha Kennedy](#) no later than March 2, 2019. Proposals are handled on a first come, first serve basis so room availability is limited. Additional questions and internal pricing sheet requests can be directed to Samantha Kennedy.

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#### Request for Computer Science Projects

As the primary part of a Computer Science course (CSC43000 -Senior Projects) that I will be teaching this Spring, students are required to work on a "real world" group programming project. In order to facilitate this, I would like to gather several potential projects from campus sources. So, if you have a potential computer

programming project, I'd like to hear about it. Some things to keep in mind: [Read more](#)

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### **Workday Tip**

Tax season is almost here! Help save paper by opting to receive your W2's electronically. All it takes is 4 simple steps.

1. Log in to Workday and select the *pay worklet*
2. Under my statements, click *tax documents*
3. Click *edit* under the printing election
4. Select receive an *electronic copy of my year-end tax documents* and submit the changes!

Once W2's become available, employees will simply need to access Workday in order to view, print, or download their W2s. Belleville employees will need to opt-in for both companies listed.

Need help? Click [here](#)! Or feel free to contact the HR Office at ext. 2577.

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### **Student Research Conference Submissions Now Accepted**

It is that time of year again, everyone: The [2019 Student Research Conference submission portal](#) is open and is accepting faculty recommendations and student submissions.

Students who are working on or who have completed original research papers or creative projects can be nominated by a faculty member to participate in the Student Research Conference. Students can either display a poster or give a presentation of their work at the conference. [Read more](#)

### **Events and Deadlines**

- **Dec. 20:** [Active Shooter 4E's Training](#), 1-4 p.m.

### **Recent Editions**

- [The Digest Archive](#)
- [Belleville Digest Archive](#)

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