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Today's Headlines

December 14, 2018

Faculty Instructions for Commencement

Faculty, please see the instructions for the commencement ceremonies on Saturday, December 15.

10 a.m. ceremony at the St. Charles Family Arena – School of Accelerated Degree Programs

- Gates open at 8:30 a.m.
- Arrive by 9:15 a.m.
- Enter Gate 4 – proceed to the service elevator down one floor to the dock area.
- Pick up your line-up card – proceed to line-up area in the lobby – find the sign on the floor that matches the number on your card that says “line-up.”
- Expected number of students - 300

3 p.m. ceremony at the St. Charles Family Arena - School of Arts, Media, and Communications; Robert W. Plaster School of Business & Entrepreneurship; School of Education; School of Health Sciences; School of Humanities; and School of Science

- Gates open at 1:30 p.m.
 - Arrive by 2:15 p.m.
 - Enter Gate 4 – proceed to the service elevator down one floor to the dock area.
 - Pick up your line-up card – proceed to line-up area in the lobby – find the sign on the floor that matches the number on your card that says “line-up.”
 - Expected number of students - 500
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Lindenwood Learning Academy Faculty Fellows Announced

The Lindenwood Learning Academy is pleased to announce the inaugural slate of Faculty Fellows, selected by a committee of faculty and academic staff.

Faculty Fellow for Academic Technology in Teaching: Meredith Marsh
Faculty Fellow for Academic Technology in Teaching: Brittany Weiss
Faculty Fellow for Emerging Issues in Pedagogy: Robyne Elder and Lynda Leavitt
Faculty Fellow for Student Engagement: Julie Turner
Faculty Fellow for Student Engagement: Michelle Whitaker

The Learning Academy offers warm congratulations to these fellows, who will begin their development offerings in Spring 2019.

The Learning Academy also wishes to acknowledge and thank all applicants—the pool of candidates was extremely strong and the selection of only five fellows quite difficult.

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.

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](#)

Congratulations!



Congratulations go out to Bob Pecoraro, manager of special projects, on receiving the Outstanding Interpretive Volunteer award from the National Association of Interpretation (NAI) on Nov. 30 in New Orleans.

Bob has volunteered as an advocate of historical and cultural preservation for 40 years. As a volunteer at the Daniel Boone Home, he brings the legacy of Daniel Boone to life by portraying John Filson, a Revolutionary War veteran, surveyor, explorer, and first official historian for the Commonwealth of Kentucky.

Bob is only the twelfth person to receive the Outstanding Interpretive Volunteer Award in the history of the NAI.

Cernik Publishes Article

Dr. Joseph Cernik, professor, Public Affairs, has published "[William F. Buckley, Jr and Firing Line: Posturing over Pragmatic Politics](#)," The Artifice (December 2018).

A poster for Lindenwood University Library Services Winter Break Hours. The background is dark with a faint image of a person in historical attire. The text is white and yellow. A yellow ribbon with red and white ornaments is in the top right corner. 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

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Previously in The Digest

Grade Pull from Canvas to Cams: Final Grades for Fall Semester

- The deadline to enter final grades in canvas or the faculty portal will be December 18 at 5 p.m. for fall full-length semester, second half, and late start courses. IT will pull the grades from canvas on December 19.
- Special grades (N, AF, AH, BH, or I) need to be entered via your faculty portal by the December 18 deadline. See [attachment](#) for instructions.
- The published (W) withdrawal deadlines for fall full-length courses was November 2 and November 26 for second half semester courses.
- Please refer to the [flow-chart](#) regarding the difference between a grade of (N) never attend and (AF) attendance failure.

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.

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.

Food Service Hours for Winter Break

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

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.



Free Tax Tool Available

With the legislative changes to our tax laws this year, many of you might be wondering how it will affect you when you file your 2018 taxes. For the curious and/or brave, the IRS created the “Paycheck Checkup” withholding calculator, <https://www.irs.gov/individuals/irs-withholding-calculator>, which you can use to forecast your income taxes for the year.

The IRS encourages everyone to use the Withholding Calculator to perform a quick “paycheck checkup.” This is even more important this year because of recent changes to the tax law for 2018. The calculator helps you identify your tax withholding to make sure you have the right amount of tax ...

You will need your most recent pay stubs from Workday (“Pay” worklet -> My Statements -> Payslips), and a copy of your 2017 Federal Income Tax return to complete the checkup.

The IRS recommends this for any and all employees, but particularly for the following:

- Two-income families
- People working two or more jobs, or who only work for part of the year
- People with children who claim credits or deductions, such as the Child Tax Credit
- People with older dependents, including children age 17 or older
- Anyone who itemized their deductions in 2017

The data entered is not saved, captured, or used in any way by the IRS, and will auto-delete once you are finished and exit the summary page. If your results indicate it would better serve your financial needs to adjust your personal tax withholdings, you can do so immediately in Workday (“Pay” worklet -> View/Update Elections -> Withholding Elections -> Update).

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](#)

Recent Editions

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

Events and Deadlines

- **Dec. 17:** [Active Shooter 4E's Training](#). 9-noon

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

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