

[Link to view in browser](#)



Today's Headlines

December 7, 2018

### 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.

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### Christmas Walk Parking Lot and Road Closures

In preparation for Christmas Walk, the Office of Public Safety and Security is requesting that by 11 p.m. Saturday, December 8, all vehicles be removed from the below listed parking areas:

- Parker/Cobbs Hall
- Behind Sibley Hall by boiler room
- Sibley Hall
- Old Main Entrance at Kingshighway
- Young Hall by greenhouse leaving the MAB parking lot open
- Parking lot entrance to McCluer and Stumberg at old entrance

Parking lots and roads will be re-opened at 8 p.m. Sunday, December 9.

Thank you for your cooperation in this matter. If you have any questions or

concerns, please contact the Lindenwood University Public Safety and Security Office at 636-949-4911.

Thank you,  
*Lindenwood University Public Safety and Security*

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### **Assessment Tip of the Week: "Meaningful Assessment Requires Setting Meaningful Targets"**

One of the expectations in our assessment work at Lindenwood is that we set targets or benchmarks for our assessment results – something we indicate in Column 3 of our assessment plans and reports. It is difficult to interpret assessment findings without establishing these targets. [Read more](#)

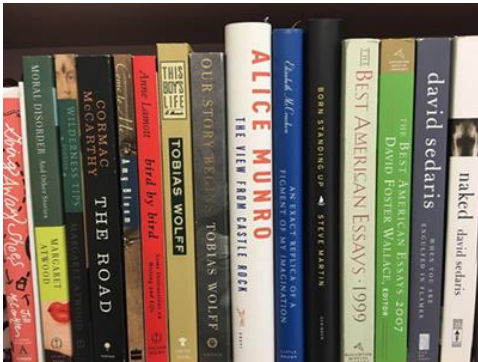
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### **Study Abroad Seeks Faculty to Lead Short-Term Courses Abroad**

Ever thought of teaching students in a global environment? Interested in helping students learn through travel to places such as the Galapagos Islands or studying business, science, history or politics in Europe? Lindenwood's Study Abroad office is seeking faculty who want to lead a short-term study abroad course in 2019-20. Contact [studyabroad@lindenwood.edu](mailto:studyabroad@lindenwood.edu) to learn more.

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### **MFA Reading Dec. 15**



Please join us for our winter MFA Reading, a celebration of the wonderful work written by our graduating students in the MFA in Writing program.

The event begins at 7 p.m., Friday Dec.15 in the LARC Theatre, Room 343. Feel free to bring friends and family to help support our students, and to enjoy some wonderful stories and poems. We will have desserts and will also have copies available of our internationally-known literary journal, *The Lindenwood Review*. We hope to see you there!

Readers: Marie Cormier, Aslan Demir, Liz Dykstra, Elijah Hamlett, Gina Keating, David McKinney, Joe Miller, Scot Morris, and Maggie Welker.

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## Dissertation Defense

**Date:** Dec. 14, 2108

**Time:** 10 a.m.

**Location:** Roemer 310

**Student:** Rashida J. McKinley

**Dissertation Chair:** Dr. Graham Weir

**Title:** Exploration of Post-Secondary Preparation in Urban, Suburban, and Rural High Schools in the State of Missouri

## Previously in The Digest

### 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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### **International Student Welcome Bags**

International student orientation begins Wednesday, Jan. 9 with most students arriving to campus on Tuesday, Jan. 8.

Since food service does not begin until the day after their arrival, the SASS office would like to create welcome bags consisting of small food and drink items.

If you would like to donate snack items, please contact Penny Bryant at [pbryant@lindenwood.edu](mailto:pbryant@lindenwood.edu) or drop off your items in the SASS office located in the LARC, suite 346 no later than Wednesday, Dec. 19. Thank you!

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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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# SPECIAL LIBRARY HOURS FOR FINALS!

December 2 - December 13

Sunday	2:00 p.m. - 2:00 a.m.
Monday through Thursday	7:30 a.m. - 2:00 a.m.
Friday	7:30 a.m. - 8:00 p.m.
Saturday	9:30 a.m. - 10:00 p.m.

The Media Center and Gaming Lab will still close at midnight

F.I.N.A.L.S

WE'LL BE THERE FOR YOU



## 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).

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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](#)

## Recent Editions

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

## Events and Deadlines

- **Dec. 7:** [Fall Fashion Show, Emerson Black Box Theater, Noon](#)
- **Dec. 7:** Technology and Teenagers, 2-3 p.m., LARC Room 09 [Register here](#)
- **Dec. 9:** [Christmas Walk, 4-7 p.m.](#)
- **Dec. 17:** [Active Shooter 4E's Training](#). 9-noon
- **Dec. 20:** [Active Shooter 4E's Training](#), 1-4 p.m.

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