



Dec. 5, 2017

Today's Headlines

Updates to the Employee Guidebook

Some additions and alternations have been made to the Employee Guidebook:

- A section on non-work-related court appearances has been added on page 24
- The requirement that dependents of employees be residential students to receive the undergraduate tuition grant was removed from the Tuition Grant section on page 25.
- A section on relocation expenses was added, starting on page 27.
- The section on faculty rank and promotion starting on page 66 was replaced with a new policy approved by the faculty in October.
- A section on the rights and privileges of professor emeriti has been added on page 76
- An Education section has been added to the list of terminal degrees for subject areas taught on page 78.

The updated version of the Employee Guidebook can be found under "Useful Links" and "Guidebooks."

Faculty Check-In Instructions for Commencement

- Saturday, Dec. 16, St. Charles Family Arena
- Arrive by 10:30 a.m.
- Enter the arena through gate 4, make a right, take the service elevator down 1 floor
- Pick-up name card outside of the elevator – the card will have your line-up number
- Proceed to locker room C to hang your coat then the lobby to find your place in the line-up
- Ceremony will start at noon
- 1000 students expected to walk
- Grad Images representatives (wearing red vests) will be taking photos after the ceremony of students/family/faculty

Request for Computer Science Projects (St. Charles)

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](#)

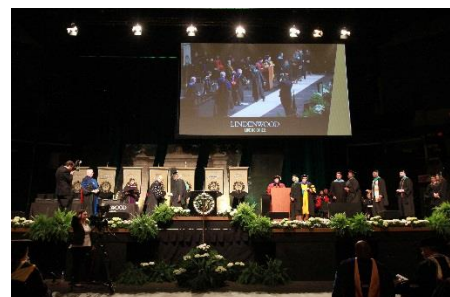
Late Night Breakfast Volunteers Needed

Dear Faculty and Staff,

The Office of Student Involvement is seeking **seven more volunteers** for the Late Night Breakfast. Here are the details:

Lindenwood Campus Activities Board and Pedestal Foods would like to invite St. Charles faculty and staff to Late Night Breakfast on Monday, Dec. 11, from 10 p.m.- midnight. We are still in need of seven faculty, staff, adjunct instructors, and administrators from the St. Charles campus to serve breakfast to the students during this finals week study break. If you would like to volunteer, please contact Nikki Cornwell at ncornwell@lindenwood.edu by Dec. 6. Thank you for all you do for our students.

Winter Fest 2017





Come visit the Evans Commons lawn with your family Thursday, Dec. 7 from 6 - 8 p.m. for the 2nd Annual Winter Fest! The lawn will turn into a magical winter wonderland with horse-drawn carriage rides, a mechanical snowboard simulator, a hot chocolate bar, cookies, a giant inflatable snow globe, crafts, and more! You do not want to miss this free

event!

Tutoring Schedule

Please find the updated tutoring schedule at www.lindenwood.edu/tutor along with other helpful information for students as Finals Week approaches.

SPECIAL LIBRARY HOURS FOR FINALS!
December 3 - December 14

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. - 6:00 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 and Track Hours

The following will be the hours for the Evans Commons Rec Center and Third Floor Track:

Dec. 9-10: 10 a.m.-10 p.m.
Dec. 11-15: 7 a.m.-9 p.m.
Dec. 16-17: Closed
Dec. 18-21: 7 a.m.-7 p.m.
Dec. 22 - January 1: Closed
Jan. 2-5: 7 a.m.-7 p.m.

Jan. 6-7: 10 a.m.-10 p.m.

The Rec Center and Third Floor Track will resume normal hours Jan. 8!

**ADVISEMENT, RETENTION AND CERTIFICATION CENTER
HOLIDAY HOURS**

DEC. 27-28: 9 A.M.-1 P.M.

**ACADEMIC SERVICES OPEN
DEC. 28 ONLY FROM 9 A.M.-1 P.M.**

**APPOINTMENTS AVAILABLE OVER THE BREAK
EMAIL ARCC@LINDENWOOD.EDU
OR CALL DR. TAMMY MOORE AT 618-616-7027**

Winter Break Reminder

Lindenwood will be closed from Dec. 22, 2017 – Jan. 1, 2018. While most of the offices in St. Charles and Belleville will be closed, for the convenience of students, prospective students, and their families, several key offices will remain open.

The Admissions Office, Financial Aid, Business Office, and Advisement, Retention and Certification Center (ARCC) will be open from 9 a.m.-1 p.m. on Wednesday, Dec. 27 and Thursday, Dec. 28. Academic Services will be open Thursday, Dec. 28 only from 9 a.m.-1 p.m. ARCC will also take appointments during the winter break. Students should contact arcc@lindenwood.edu or call Dr. Tammy T. Moore at 618-616-7027

The office closures are in observance of Christmas and New Year's holidays. All Lindenwood offices will reopen on for business on Tuesday, Jan. 2.

Parking on Watson Street Remains Restricted

Due to a water project by the City of St. Charles northeast of the St. Charles campus, parking on Watson Street remains restricted until that portion of the project is completed. All students and employees are encouraged to give themselves extra time in the morning to find available parking. Nearby lots include the Roemer Hall and Harmon Hall lots and the parking lot of the Presbyterian Church at Sibley and Gamble Streets.

Updates will be posted when they become available.

Recent Editions

- [Dec. 1, 2017](#)
- [Nov. 28, 2017](#)
- [Nov. 21, 2017](#)
- [Nov. 17, 2017](#)
- [Nov. 14, 2017](#)

Events and Deadlines

- **Through Dec. 11:** [Young Artists and Their Teachers 2017](#)
- **Dec. 6:** “Creating and Using Consent Forms at Lindenwood University.”, noon-1 p.m., Roemer 202
- **Dec. 6:** Deadline to volunteer for Late Night Breakfast Email ncornwell@lindenwood.edu
- **Dec. 6:** [Jazz Orchestra Concert](#) 7:30 p.m. Emerson Black Box Theater
- **Dec. 7:** [Modern Music Ensemble](#) 7:30 p.m. Emerson Black Box Theater
- **Dec. 7-9:** [A Christmas Carol](#) 7:30 p.m. Lindenwood Theater
- **Dec. 8:** Dissertation Defense: Stephen Davis, 8 a.m., Roemer 219
- **Dec. 8:** Dissertation Defense: Barbara Portwood, 9 a.m., Roemer 219
- **Dec. 15:** MFA Reading, 7 p.m., LARC Theatre, Room 343
- **Dec. 16:** [The Colors of Christmas](#) 8 p.m. Lindenwood Theater
- **Dec. 19:** 8 am-noon: [Active Shooter Training](#)
- **Dec. 20:** 1-5 p.m.: [Active Shooter Training](#)
- **Jan. 25:** Full Faculty Meeting, AB Leadership Room, 3-4:30 p.m.
- **Jan. 27:** [Wynonna and The Big Noise](#) 8 p.m. Lindenwood Theater
- **March 7:** Full Faculty Meeting, AB Leadership Room, 3-4:30 p.m.
- **April 25:** Full Faculty Meeting, AB Leadership Room, 3-4:30 p.m.