



Dec. 13, 2016

Today's Headlines

Key Offices Open on Limited Basis During Holiday Break

While most of the Lindenwood University campus offices in St. Charles and Belleville will be closed from Dec. 23 through Jan. 2, for the convenience of students, prospective students, and their families, several key offices will remain open on Dec. 28-29.

The Admissions Office, Financial Aid, Business Office, and Academic Services will be open from 9 a.m. until 1 p.m. on Wednesday, Dec. 28, and Thursday, Dec. 29.

The office closures are in observance of the Christmas and New Year's holidays. All Lindenwood offices will reopen for business on Tuesday, Jan. 3

Lindenwood University-Belleville student honored by 375th Security Squadron at Scott Air Force Base (BV)

The St. Louis American recently [published an item](#) about Jade Lawson, a criminal justice student who recently completed an internship with the 375th Security Forces Squadron.

Women's Hockey Home Series (STC)

The Lindenwood women's hockey team takes on nationally-ranked North Dakota this weekend in a pair of games at the Lindenwood Ice Arena. The two teams will play on Friday and Saturday afternoons, with both games starting at 2 p.m. Lindenwood is above .500 over its last seven contests, and looks to continue its hot play against the top-10 Fighting Hawks.

Admission is free to both games for all Lindenwood faculty and staff.

Daniel Restrepo Named Employee of the Month for November (BV)

Advisor for International Student Services Daniel Restrepo has been selected as the Lindenwood University-Belleville Employee of the Month for November.

As a student, graduate assistant, and now employee, Restrepo has been an indispensable resource for LU-Belleville's international



students. His warm personality and experience as a former international

student has made him a familiar face for students to turn to as they adjust to life in the United States.

“My main role is to recruit international students and help them through the admissions process,” he said. “Unlike most recruiters and admissions counselors, however, my job does not stop at enrollment, but it goes on until graduation and sometimes after.”

Restrepo started work as a graduate assistant for the Department of Student Services in 2013 and was hired the following year. Within just four years, he has helped the campus’ international student population grow from less than 40 to nearly 240 today. Restrepo is also active in the campus community and serves as the staff advisor for Cru-Bible Study and the International Student Organization.

Restrepo was nominated for Employee of the Month by Director of Student Life & Leadership Corey Ellzey.

“Daniel is the example of what I strive to be at Lindenwood,” said Ellzey. “He goes above and beyond for our current students while recruiting many new faces for us, too. Daniel’s positivity and commitment to our students is something we should all emulate.”

Restrepo said the award gives him an even stronger dedication to the students he guides through their time at Lindenwood.

“I’m happy to have been considered for this mention,” he said. “It reminds me that our role as university employees is to help our students as if we were helping a family member.”

FINAL GRADE REMINDERS

To ensure correct reporting of final grades for **FA 16 Semester, Late Start, and Last 8-Weeks classes**, please make sure the total column in Canvas Grades indicates the accurate final grade for each student by 5 p.m. on Dec 13, 2016. This grade should not be changed until after 5 p.m. on Dec 15, 2016, and any changes must be made both in Canvas **and** via a paper change of grade form.

To ensure correct reporting of final grades for **FA MBA II 16 classes**, please make sure the total column in Canvas Grades indicates the accurate final grade for each student by 5 p.m. on Dec 12, 2016. This grade should not be changed until after 5 p.m. on Dec 14, 2016, and any changes must be made both in Canvas **and** via a paper change of grade form.

To ensure correct reporting of final grades for **FA QTR 16 classes**, please make sure the total column in Canvas Grades indicates the accurate final grade for each student by 5 p.m. on Dec 19, 2016. This grade should not be changed until after 5 p.m. on Dec 21, 2016, and any changes must be made both in Canvas **and** via a paper change of grade form.

Final grades will be reported in accordance with the default grading scheme, or if applicable, the alternative grading scheme that you have established.

FOR ASSISTANCE WITH CANVAS GRADES

Lindenwood University Help Desk

HelpDesk@lindenwood.edu

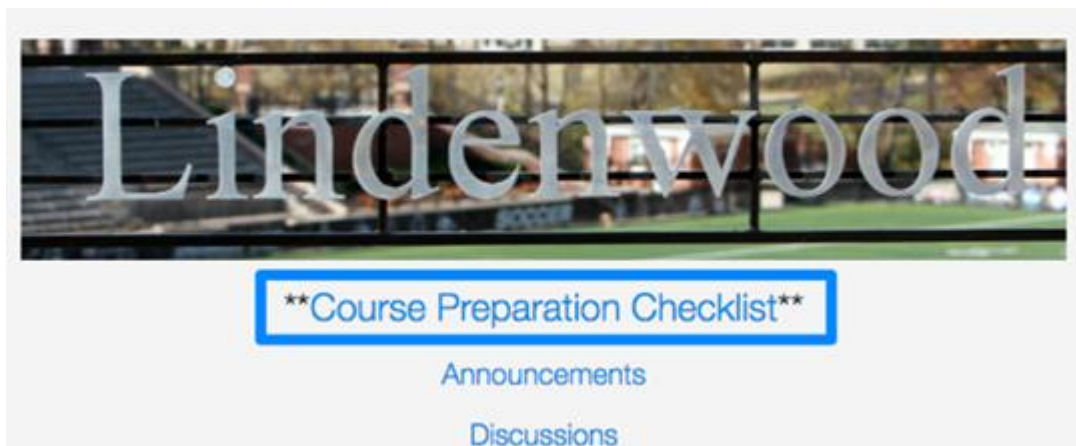
(636) 255-5100

If a student should receive the grade of Never Attended (N), Incomplete (I), or Attendance Failure (AF), Honors A (AH), Honors B (BH), or Pass/Fail please follow these [instructions](#). Please note that honors grades (AH, BH) are applicable to undergraduate students only.

Course Preparation Checklist for Spring 2017 Courses

For assistance administering the Canvas Minimum Use Standards in your spring 2017 courses, please [log-in](#) to your faculty/instructor community and click on Course Preparation Checklist.

Thank you,
The Canvas Transition Team



Finals Week/Winter Break Schedules

[Dining Winter Break Schedule \(STC\)](#)

EVANS COMMONS WINTER BREAK HOURS

(Dec. 12—Jan. 8)

Evans Commons Dining Hall

Monday, Dec. 12 - Monday, Dec. 19

Brunch: 11 a.m. - 1 p.m.

Dinner: 4:30 p.m. - 6:30 p.m.

Tuesday, Dec. 20 - Monday, Dec. 26

CLOSED

Tuesday, Dec. 27 - Saturday, Jan. 7

Brunch: 11 a.m. - 1 p.m.

Dinner: 4:30 p.m. - 6:30 p.m.

Sunday, Jan. 8

Brunch: 11 a.m. - 1 p.m.

Dinner: 4:30 p.m. - 8:30 p.m.

Residential Life & Student Involvement

Weekdays: 8 a.m. - 5 p.m.

*CLOSED DEC. 23-JAN. 2

Student Health Center

CLOSED



Rec Center, Track, & Laundry Room

Monday, Dec. 12 - Friday, Jan 6*

Weekdays: 7 a.m. - 7 p.m.

Weekends: 10 a.m. - 7 p.m.

*CLOSED DEC. 23-JAN. 2

Saturday, Jan. 7 & Sunday, Jan. 8

9 a.m. - 10 p.m.

Mailroom

Weekdays: 9:30 a.m. - 2:30 p.m.

*CLOSED DEC. 23-JAN. 2

Counseling Center

Monday, Dec. 12 - Friday, Dec. 16

8 a.m. - 5 p.m.

Monday, Dec. 19 - Monday, Jan. 2

CLOSED

Tuesday, Jan. 3 - Friday, Jan. 6

8 a.m. - 5 p.m.

BUTLER LIBRARY
WINTER BREAK HOURS
Saturday Dec. 10 - Sunday Jan. 8

Saturday	10 a.m. - 3 p.m.
Sunday	1 p.m. - 5 p.m.
Monday - Thursday	7:30 a.m. - 8 p.m.
Friday	7:30 a.m. - 5 p.m.
Friday Dec. 23 - Monday Jan. 2	CLOSED
Tuesday Jan. 3	Resume Winter Break Hours
Monday Jan. 9	Resume Regular Semester Hours

Recent Editions

- [Dec. 9, 2016](#)
- [Dec. 6, 2016](#)
- [Dec. 2, 2016](#)
- [Nov. 29, 2016](#)
- [Nov. 22, 2016](#)

Events and Deadlines

- **Dec. 30:** [Gymnastics Fundraising Event](#)