

*Experience Outstanding*

**LINCOLN**  
COLLEGE



**2021-2022**

**NEW STUDENT  
RESOURCE GUIDE**

# NEW STUDENT CHECKLIST

To help make your transition to Lincoln College easy and organized, we have created a new student checklist of important tasks that should be completed prior to attending SOAR, before you attend classes, and your first week on campus.

We strongly encourage you to review the checklist and complete tasks well in advance of your SOAR session, as you may be prevented from registering for class and/or moving to campus if certain tasks are not finished.

- REQUIRED BEFORE YOU ATTEND SOAR
- ☐

PAY YOUR \$50 ENROLLMENT DEPOSIT
- ☐

SUBMIT YOUR \$125 HOUSING DEPOSIT AND COMPLETE HOUSING QUESTIONNAIRE
- ☐

SUBMIT FINAL HIGH SCHOOL AND/OR COLLEGE TRANSCRIPTS
- ☐

SIGN YOUR AWARD LETTER FROM FINANCIAL AID
- ☐

COMPLETE YOUR HEALTH FORMS AND SUBMIT IMMUNIZATION RECORDS

- DURING SOAR
- ☐

GET YOUR LC STUDENT ID
- ☐

REGISTER YOUR VEHICLE AND RECEIVE YOUR PARKING PASS
- ☐

TAKE CARE OF LAST MINUTE BUSINESS

- BEFORE CLASSES START
- ☐

SUBMIT YOUR HEALTH PACKET BY AUGUST 1<sup>ST</sup>
- ☐

LOCATE YOUR LINCOLN COLLEGE STUDENT EMAIL ADDRESS
- ☐

SET UP A TUITION PAYMENT PLAN OR MAKE YOUR FIRST INSTALLMENT
- ☐

REVIEW THE STUDENT CODE OF CONDUCT
- ☐

LOCATE YOUR CLASSES (SEE CAMPUS MAP ON INSIDE BACK COVER)
- ☐

ATTEND AND PARTICIPATE IN LYNX FIRST FOUR

- YOUR FIRST WEEK OF CLASSES
- ☐

ATTEND ALL YOUR CLASSES

During your first week of classes, instructors will discuss course goals, expectations, attendance policies, and course assignments.
- ☐

READ THE SYLLABUS FOR EACH COURSE
- ☐

MAKE UP A WEEKLY CLASS/STUDY SCHEDULE
- ☐

LOCATE COMPUTER LABS AND PLACES TO STUDY ON CAMPUS
- ☐

FAMILIARIZE YOURSELF WITH LOCATIONS OF CAMPUS RESOURCES AND SERVICES
- ☐

VISIT THE ACADEMIC SUCCESS CENTER
- ☐


CHECK YOUR CANVAS REGULARLY FOR SUPPLEMENTAL COURSE INFORMATION
- ☐

CHECK YOUR LINCOLN COLLEGE STUDENT EMAIL REGULARLY
- ☐

ATTEND LYNXFEST AND FIND OUT WAYS YOU CAN GET INVOLVED ON CAMPUS AND IN THE COMMUNITY

YOUR SINGLE SIGN-ON  
USERNAME, PASSWORD, & STU-  
DENT EMAIL

WELCOME TO #LYNXNATION  
FOLLOW LINCOLN COLLEGE  
ON SOCIAL MEDIA



@LincolnCollege1865



@LCLynx1865



@LCLynx

# CONTENTS

Campus Directory.....	1
2020-2021 Calendar.....	2
Family & Guest Welcome.....	3
Nudge Points for the First Semester.....	4
Academic Programs.....	5 - 6
Financial Aid.....	7 - 8
Business Office.....	9
Book Store & Mail Room.....	10
Dining Center.....	11
Transportation Services.....	11
Campu Safety & Parking.....	12
Student ID.....	12
Information Technology (IT).....	13 - 14
MyLynx.....	15
Canvas.....	15
Student Email.....	16
Registrar.....	17
MyLynx Web Registration.....	18 - 22
Academic Advisement.....	23
Academic Success Center.....	24
McKinstry Library.....	24
Office of Disability Services.....	25
Access Program.....	25
Enrichment Academy Program.....	26
Freshman Seminar (IDS 105).....	27
Career Services.....	28
Dean of Students.....	29
Residence Life.....	30
Health Services.....	32
Counseling Services.....	33
Student Engagement.....	34
Lynx First Four Days.....	33
Week of Welcome.....	34
Commuter Students.....	35
RISE to the Five.....	36
Athletics.....	37
Campus Recreation.....	38
Fine Arts.....	39
89X WLNK Radio Station.....	40
LCTV Channel 5.....	40
The G. Dennis Campbell Creekside Outdoor Center for Environmental Education.....	41
Campus Map.....	42

CAMPUS DIRECTORY

DEPARTMENT	OFFICE LOCATION	PHONE	EMAIL
Academic Advisement	Gehlbach Hall B1	217-735-7294	jharnacke@lincolncollege.edu
Academic Success Center	Gehlbach Hall 102 & 104	217-735-7303	ASC@lincolncollege.edu
Access Program	Harts Science (Lower Level)	217-735-7335	access@lincolncollege.edu
Admissions	Behrends Building	800-569-0556	admissions@lincolncollege.edu
Athletics	Lincoln Center	217-735-7215	mperdue@lincolncollege.edu
Business Office	Harts Science (Lower Level)	217-732-3155	lalbert@lincolncollege.edu
Campus Recreation	Lincoln Center	217-735-7265	kmayall@lincolncollege.edu
Campus Safety	Meyer-Evans Student Center	217-737-4477	lcsecurity@lincolncollege.edu
Career Services	McKinstry Library	217-735-7361	rjohnson@lincolncollege.edu
Counseling Services	Student Services Building	217-735-7293	lccounseling@lincolncollege.edu
Dean of Academic Affairs	University Hall (1st Floor)	217-735-7204	bridgette.heard@lincolncollege.edu
Dean of Students	Student Services Building	217-735-7302	bthomas@lincolncollege.edu
Dining Services	Meyer-Evans Student Center	217-735-7311	bcooper@lincolncollege.edu
Disability Services	Harts Science (Lower Level)	217-735-7335	ods@lincolncollege.edu
Financial Aid	Harts Science (Lower Level)	217-735-7231	LCLFinancialAid@lincolncollege.edu
Fine Arts	WLNx Building	217-735-7288	jmalone@lincolncollege.edu
Health Services	Student Services Building	217-735-7340	brandon.fowler@lincolncollege.edu
Information Technology	Dooley Hall	217-735-7365	ITDepartment@lincolncollege.edu
McKinstry Library	McKinstry Library	217-735-7290	dcasey@lincolncollege.edu
Registrar	Harts Science (Lower Level)	217-735-4304	nmccoy@lincolncollege.edu
Residence Life	Student Service Building	217-735-7302	qbrackenridge@lincolncollege.edu
Student Engagement	Meyer-Evans Student Center	217-735-7299	zlanders@lincolncollege.edu
Student Services	Student Services Building	217-735-7298	cdunovsky@lincolncollege.edu



2021-2022 CALENDAR

FALL 2021

August 12-15	Lynx First Four Days
August 16	Classes Start
August 16-20	Week of Welcome
August 20	Last Day to Add a Class
August 23	“W” Begins for Dropped 8-week (18) Classes
September 6	No Classes (Labor Day)
September 27	“WF” Begins for Dropped 8-week (18) Classes
October 1-2	Family Day & Homecoming Week-end
October 11	8-week (28) Classes Begin
October 11	Midterm grades available in MyLynx
October 18	“W” Begins for 8-week (28) Classes
October 22	Last Day to Drop with a “W”
October 25	“WF” for Dropped Classes Begin
October 25-29	Registration for Spring 2021 classes
November 22	“WF” for Dropped 8-week (28) Classes
November 22-28	No classes - Thanksgiving Break
November 29	Classes Resume
December 3	Classes End
December 6-10	Finals Week
December 15	Final grades available on MyLynx

SPRING 2022

January 10	Classes Start
January 14	Last Day to Add a Class
January 17	Dr. Martin Luther King, Jr. Day - No classes
January 17	“W” Begins for Dropped 8-Week (18) Classes
January 24	“W” Begins for Dropped Traditional Classes
February 21	“WF” Begins for Dropped 8-Week (18) Classes
March 7-11	Spring Break - No classes
March 7	Midterm Grades available in MyLynx
March 14	Classes Resume
March 14-18	Registration for Summer and Fall 2020
March 21	“W” Begins for Dropped 8-Week (28) Classes
March 25	Last Day to Drop with “W”
March 28	“WF” for Dropped Classes Begins
April 15-18	Spring Holiday - No Classes
April 19	Classes Resume
April 25	“WF” Begins for Dropped 8-Week (28) Classes
April 25-29	De-Stress Fest
April 30	Classes End
May 2-7	Finals Week
May 7	Honors Assembly and Commencement Exercises
May 11	Final grades available on MyLynx

FAMILY & GUESTS WELCOME

Welcome Lynx Families and Guests! We would like to welcome you as a new member of the Lincoln College Community. The years your student spends at Lincoln College will likely be some of the most influential years of their adult life.

You will share your student’s journey and experience. As with all transitions in life, there will be moments of great excitement, some periods of needing to refocus direction and challenges along the way. Lincoln College invites you to partner with us to help make your student’s experience successful and rewarding.

RESOURCES FOR LC PARENTS

STUDENTLIFE.LINCOLNCOLLEGE.EDU/PARENTS

Learn about resources available to Lincoln College students and parents, how to get involved on campus, as well as suggestions for visiting campus and parenting a Lynx through the Parent and Families web page or Facebook group.


The Dean of Students is available to assist families in navigating the College system and serves as a point for parents and families with questions. The Dean of Students can be contacted at [bthomas@lincolncollege.edu](mailto:bthomas@lincolncollege.edu)

TIPS FOR FAMILIES & GUESTS

- Trust your student to make good decisions.
- Be a good listener. Encourage your student to solve problems.
- Provide support by giving advice when needed, by sending care packages and e-mails, (and by making planned visits to campus.)
- Step back and let your student learn to make decisions and deal with the consequences.
- Find time to connect with your student.
- Make planned visits to campus. Opportunities for the fall and spring semesters include:
  - Fall Move-in (August)
  - Family Day & Homecoming
  - Sporting Events
  - Fine Arts Productions
  - Other campus sponsored events that are open to the public




NUDGE POINTS FOR THE FIRST SEMESTER




EMAIL

- Important communication from various offices
- Campus announcements and events



CLASSES

- Go to ALL classes, save all allowable absences JUST IN CASE you get sick.
- If you are having trouble in a class, visit the Academic Success Center for free tutoring or find a study partner.



GETTING INVOLVED ON CAMPUS

- Make it a goal to join a campus organization.
- Attend campus events.
- Attend programs in the residence halls if you live in the residence halls.

MYLYNX

- Register for classes
- Financial aid documents
- Paying your bill
- Unofficial transcripts
- Campus announcements

CANVAS

- Upcoming assignments
- Course syllabus
- Turning in assignments
- Communication with your professor

OCTOBER	NOVEMBER	DECEMBER
<p>MIDTERMS</p> <ul style="list-style-type: none"><li>How are you preparing for mid-terms?</li><li>Attend study tables or visit the Academic Success Center for FREE tutoring.</li></ul> <p>ROOMMATE ISSUES typically occur in early-mid October. Talk with your RA</p> <p>MAKE SURE TO MEET WITH YOUR ACADEMIC ADVISOR</p>	<p>HOW ARE YOUR ACADEMICS?</p> <ul style="list-style-type: none"><li>Projects, exams, and papers are due around this time.</li></ul> <p>START MAKING TRAVEL PLANS</p> <ul style="list-style-type: none"><li>Campus closes, including the residence halls and all other offices, for Thanksgiving Break and Winter Break. Start booking your train tickets or making arrangements to be picked up from campus by 5 p.m. the day campus closes for a break.</li></ul>	<p>FINAL EXAM PREP</p> <ul style="list-style-type: none"><li>What are you doing to prepare?</li><li>Utilize the Academic Success Center.</li><li>Form study groups with other students in your classes.</li></ul> <p>FINANCES</p> <ul style="list-style-type: none"><li>Make sure your bills are paid. Remind students to check MyLynx.</li></ul>



# ACADEMIC PROGRAMS



**BUSINESS MANAGEMENT**  
The Bachelor of Business Administration is designed to provide students with a rich, comprehensive, and challenging curriculum that encompasses the major fields of study in business management. Students take courses in several areas including Operations and Strategic Management, Marketing and Management, Finance, Economics, Quantitative Methods, and Leadership and Organizational Behavior.

**COMMUNITY & HUMAN SERVICES**  
The Bachelor of Arts in Community and Human Services prepares students to matriculate into a graduate level program to pursue a career in service to others in individual or community settings. Through exposure to courses within sociology, psychology, and community and human services, students are able to understand the relationship between human needs and social conditions, master the art of advocacy, and integrate cultural competency with the foundational principles related to knowledge, skills, attitudes and values.



**CONSERVATION BIOLOGY**  
The Bachelor of Science in Conservation Biology introduces students to scientific investigations into the untapped biodiversity of the Earth which have resulted in significant advancements in numerous fields, from farming and city planning, to innovations in renewable fuels and medicine. Vital to these investigations is the development and implementation of pragmatic approaches to managing biodiversity, including species and ecosystems management, captive breeding and reintroduction, genetic analysis and habitat restoration. The field of conservation biology accomplishes this by combining principles from multiple scientific disciplines (ecology, genetics, chemistry, taxonomy, physics and evolution) to develop plans and methods to do just that.

**CONTEMPORARY JAZZ STUDIES**  
The Bachelor of Arts in Contemporary Jazz Studies offers foundational coursework designed to help students perform and manage careers as contemporary jazz practitioners. Students will cultivate musicianship and music literacy while developing a repertoire of contemporary and historical improvised and written music for live performance. Contemporary jazz studies students are required to study contemporary and creative perspectives of jazz in contexts that are visible, engaging, and socially relevant. The program equips students with fundamental jazz improvisation skills, and performance. Students collaborate with complementary disciplines, including music technology, dance, and improvisation performance varieties to prepare students for successful 21<sup>st</sup> century music careers.



**CRIMINAL JUSTICE**  
The Bachelor of Science in Criminal Justice provides students with a fundamental understanding of the American criminal justice system, the institutions and personnel which comprise the criminal justice system, and the theories of crime causation, offending, and rehabilitation. Designed according to standards established by the Academy of Criminal Justice Sciences, the degree requires students to apply this foundational knowledge to the problems and the changing landscape of the criminal justice system.



**EXERCISE SCIENCE**  
The Bachelor of Science in Exercise Science prepares students for careers in the four principle fitness sectors of sport, industry, health, and education. Students take courses in anatomy and physiology, the biomechanics of human movement. The application of these concepts is applied to exercise and therapeutic rehabilitation to promote healthy lifestyle in individuals and communities.

**LAW**  
The Bachelor of Arts in Law program prepares graduates to advance to law school or pursue other career opportunities requiring a solid foundation in law such as paralegals, legal administrative assistants, and legal interns. The program is designed to equip students with the skills necessary to be able to think critically, write competently and persuasively about legal issues, utilize technology to perform legal research, and conduct themselves ethically in their professional and personal lives.



**LIBERAL ARTS**  
The Bachelor of Arts in Liberal Arts is designed to provide students with a curriculum that is broad, flexible, and challenging, and to provide the means for degree recipients to be liberally educated and recognize the interrelatedness of knowledge. Students take courses from five core areas: Communications, Social Sciences, Humanities, Critical Reasoning and Analytic Methods, Science, Technology and the Environment. The program culminates in an experiential educational component via a Senior Capstone Seminar and either an independent research project or a 90-hour internship.

**ORGANIZATIONAL LEADERSHIP**  
The Bachelor of Arts in Organizational Leadership offers a comprehensive, interdisciplinary curriculum which prepares students to assume an advanced leadership role in their current or future organization. Students develop and articulate a personal leadership approach and philosophy through courses designed to analyze and evaluate leadership practices, philosophies and theories through application of each to real-world situations.



**RADIO, TELEVISION, AND NEW MEDIA**  
The Bachelor of Arts in Radio, Television, and New Media prepares students for careers in all types of media production. Students will have the opportunity to script, produce, direct, edit, manage, program, promote and distribute media. This course of study provides students with an in-depth look at the convergence of media, balancing between theory and applied studies. The program culminates in a Senior Internship capstone course where students master the skills necessary to be competitive in today's market.

**SPORT MANAGEMENT**  
The Bachelor of Science in Sport Management provides the student with academic preparation and practical training for the sports industry. The sport management degree is designed to provide students with rich, comprehensive and challenging curriculum that prepares them for a career in sports.



**THEATRE**  
The Bachelor of Arts at Lincoln College recognizes that theatre is a temporal collaborative art form that requires, encourages and solicits a broad range of talents and skill sets. Theater's methodology is delicately balanced between a deep inheritance of tradition and a reliance on innovation and immediacy; a true theater artist must realize the history of the form to effectively produce within as well as challenge and subvert the form.

FINANCIAL AID
FINANCIALAID.LINCOLNCOLLEGE.EDU

The Office of Financial Aid works with students to facilitate the process of receiving financial assistance. At Lincoln College, financial assistance consists of scholarships, grants, loans, and student employment. Assistance may be offered to students in single form or various combinations. Remember to apply each year for financial aid at www.fafsa.ed.gov. The FAFSA is open for completion on the 1st day of October each year. Lincoln College school code is 001709.

GRANTS are a form of financial aid that does not need to be repaid.
Federal Pell Grant - awarded to any student filing a FAFSA who meets financial need and eligibility criteria as outlined through a federal formula.
Federal Supplemental Education Opportunity Grants (SEOG) - Grants are awarded to Pell Grant eligible applicants on a first-come, first-served basis until funds are exhausted.
VA Funding - is available to qualified veterans and dependents of qualified veterans.
Illinois State Monetary Award Program (MAP) - for eligible students who meet the State of Illinois deadline

SCHOLARSHIPS are a form of gift-aid and do not require repayment. These can be awarded based on merit, but also be awarded based on financial need. Criteria such as academic achievement or athletic ability may apply.
Academic Scholarships
Athletic Scholarships
Annual & Endowed Funded Scholarships
Private Scholarships (awarded by outside entities)

To view and learn how to apply for Annual & Endowed scholarships:
1. Go to financialaid.lincolncollege.edu
2. Click on "Scholarships & Grants" from the menu
3. Click on Annual and Endowed

LOANS are legal obligations that must be repaid. We encourage students to exhaust all other sources of aid first. Always remember to borrow responsibly.
Subsidized Federal Stafford Loans
Unsubsidized Federal Stafford Loans
Federal Direct Parent Loans for Undergraduate Students (PLUS)
Private Educational Loans
Graduate Loans
Visit the studentaid.ed.gov/sa/types for more information regarding types of student aid.

FEDERAL WORK-STUDY EMPLOYMENT assists students with financial need by providing job opportunities that serve Lincoln College and the community. Work-study assignments are made based on financial need and student skills. Wages are based on the federal minimum wage and are paid twice monthly.
It is the student's responsibility to find an open position. Work-study is not a grant. Students should use the CareerLynx system (see pg. 30) to look up open positions and then contact the department to inquire about student employment.

SATISFACTORY ACADEMIC PROGRESS (SAP)
Federal regulations require that institutions monitor the academic progress of recipients of federal and state aid. Schools are required to withhold funds from students who do not make satisfactory and measurable progress toward their educational goal. Lincoln College students receiving Title VI (Pell Grant, SEOG Grant, Federal College Work-Study and all federal loans) and state funds (MAP Grant), whether or not they have received financial aid in the past, must meet the satisfactory progress. Satisfactory Academic Progress will be measured at the end of each semester. Students who fail to meet the minimum progress requirements will be placed on financial aid probation or suspension. First time Lincoln College students will be placed on probation after their first semester. For more information on SAP standards, please view the Academic Catalog at lincolncollege.educourse-catalog.

\*\*Important\*\*: If a student withdraws from classes or fails to attend a class for the term, eligibility for financial aid may be affected and may result in repayment of all or a portion of the student's financial aid. Remember to meet with your advisor and the financial aid office before considering a withdrawal from classes.

Verification: Some FAFSA's are selected for verification by the Department of Education. Verification must be completed before any financial aid can be disbursed on a student's account. If selected for verification you will be asked to log into MyLynx and select the "Verify my FAFSA" tab to create a log in. Once that is created, the information requested will display. We encourage students to call if assistance is needed.

Financial Aid | 217-735-7231 | 217-735-9016 (fax) | lcfinancialaid@lincolncollege.edu
Harts Science Building, Lower-Level
HOURS: Monday - Thursday, 8:00 a.m. - 5:00 p.m. | Friday 8:00 a.m. - 4:00 p.m.



Lincoln College
Financial Aid Office
Award Letter

300 Keokuk · Lincoln, IL 62656
Phone 217.735.7231 · Fax 217.735.9016
www.lincolncollege.edu

June 11, 2020

ID: 261865

Louie Lynx
1234 Lincoln St.
Lincoln, IL 62656

Dear Louie:

Listed below is your financial aid award for the 2019-2020 academic year. Please review the awards. You may decline any and all of the aid listed by simply drawing a line through the unwanted award. Please sign, date and return this award letter to the Financial Aid Office as soon as possible.

Table with 4 columns: Source, FALL 19 LC, SPRING 20 LC, Total. Rows include Federal Pell Grant, State of IL MAP Grant (Est), Federal Subsidized Stafford Loan, Federal Unsubsidized Stafford Loan, Student Success Grant, L.C. Opportunity Grant, Meyer Grant, and Total.

You will be notified of any adjustments to your award because of changes in your eligibility, enrollment level, or if you receive additional sources of aid in a revised award letter. The accompanying Award Enclosure provides detailed information regarding fund sources and relevant financial aid policies.

Loan funds will not be disbursed by the financial aid office until a Master Promissory Note (MPN) and Entrance Counseling are received. Both requirements can be completed online at www.studentloans.gov

In accepting the financial aid listed on this letter, I confirm that I have read and understand the conditions under which my financial aid is awarded. This award can be communicated electronically or by mail. Your signature also agrees to accept notification of loan disbursements by mail or electronically.

Student Signature: Date:

Sincerely,

Lincoln College Financial Aid

WHERE YOU  
PAY YOUR  
BILLS!

# BUSINESS OFFICE

The Business Office is the primary service for managing students’ financial records and needs. Among the responsibilities are: account analysis, payment plan administration and more.

ACADEMIC FEES  
Please see the Academic Catalog for Academic Fees.

BILLS  
All student tuition bills will be mailed out once a month at around the middle of the month. Students can also view their account bill at any time in MyLynx.

PAYMENT PROCEDURES

Lincoln College provides two payment options: the Full Payment Plan and Five-Payment Plan. Should you not receive a bill, you are still responsible for paying by the deadline associated with the plan of your choice.

- Full Payment Plan allows you to pay tuition and fees before the first day of each semester. The fall semester payment is due August 1 and the spring semester payment is due January 1.
- Five-Payment Plan allows you to pay one-fifth of the semester tuition and fees on the 1st of each month. Fall semester payments are due monthly July through November. Spring semester payments are due monthly December through April. There is a surcharge per semester associated with this plan.

PAYMENT METHODS



Online: Payments using Visa, Master Card, Discover and American Express may be made via MyLynx at [students.lincolncollege.edu](https://students.lincolncollege.edu).



In person: You may visit the Business Office in the lower-level of the Harts Science Building. Business Office staff are available during normal business hours.



By mail: Send checks (with your student ID number) made payable to Lincoln College to:

Lincoln College  
Attn: Business Office  
300 Keokuk St.  
Lincoln, IL 62656

CREDIT/REFUNDS  
Refund checks are processed once a week and can be picked up on Fridays. A student’s credit refund is only available once all of their Financial Aid has been processed and funds received that create that credit balance.

WITHDRAWALS  
Should your circumstances change and you are unable to attend registered courses, you must request an official withdrawal from Lincoln College by contacting the Office of the Registrar as soon as possible by calling 217-735-7225 and completing a withdrawal form. Contact made after the deadline date does not relieve you of total financial responsibility.

MyLYNX - Where you view and pay your bills.  
To get to the Student Account Page

- Go to [students.lincolncollege.edu](https://students.lincolncollege.edu)
- Log in to your MyLynx using your single sign-on username and password
- Under the Quick Links Menu, click on “Pay on my Account”



Business Office | 217-735-7225 | Harts Science Building, Lower-Level  
HOURS: Monday - Thursday, 8:00 a.m. - 5:00 p.m. | Friday 8:00 a.m. - 4:00 p.m.

# LINCOLN COLLEGE BOOKSTORE & MAIL ROOM

## TEXTBOOKS

When you get your textbooks from the LC Bookstore, you save money and are guaranteed to have the right textbooks for your classes. Students attending Lincoln College participate in a Textbook Rental Program. There are no additional costs to the students unless the course requires supplemental materials, such as a workbook the student will be writing in or get to keep. In that case, the additional cost will be billed to the student. No money is needed the day you pick up your textbooks!

On move-in day, students must present their class schedule to the Bookstore and they will be given all the textbooks needed based off their class schedule.

Once a student has completed their final exams, they must return their textbooks to the Bookstore. Students will be billed full price for any damaged or any textbooks not returned by the end of Finals Week.

EXTENDED BOOKSTORE HOURS WILL BE POSTED DURING THE FIRST WEEK OF CLASSES AND FINALS WEEK

## ONE-STOP-SHOP

We’re not just a bookstore. We’re your one-stop-shop for all things college. Stop in for:

- School supplies (can be charged to student’s account)
- Tech and electronics
- School spirit apparel and gifts
- Mailing supplies (stamps, envelopes, etc.)

## MAIL ROOM

When picking up textbooks, you will also be issued a mail box and a mail box key if you are residing on campus. This will be yours until the end of the year. You MUST have your key to get your mail and you MUST have your key and student ID to pick up any packages sent to you.

If you lose your key, there is a \$10.00 charge for a replacement.

### HOW TO ADDRESS MAIL TO STUDENTS:

FIRST & LAST NAME OF STUDENT  
LINCOLN COLLEGE  
BOX ###  
300 KEOKUK STREET  
LINCOLN, IL 62656

DO NOT PUT “PO BOX”





Bookstore & Mail Room | 217-735-7336 | Corner of Ottawa & Delevan Streets  
HOURS: Monday - Thursday, 8:00 a.m. - 4:30 p.m. | Friday 8:00 a.m. - 3:30 p.m.

## DINING SERVICES

### LINCOLNCOLLEGE.EDU/STUDENT-LIFE-LIFE-AT-LINCOLN/WELCOME

Lincoln College Dining Services and Dining Center is located in the Meyer-Evans Student Center. Your Lincoln College ID is the key to your meal plan and allows you to enter the dining center for all your meals.

MEAL PLANS are offered for both residential and commuter students.



#### DINING OPTIONS

- Dining Center
- Snack Bar
- C-Store

MONDAY - FRIDAY	SATURDAY & SUNDAY
Breakfast   7:30 a.m. - 9:30 a.m.	Brunch   11:00 a.m. - 1:00 p.m.
Lunch   10:45 a.m. - 1:15 p.m.	Dinner   4:30 p.m. - 6:00 p.m.
Afternoon Bar   1:30 p.m. - 2:00 p.m.	
Dinner   4:30 p.m. - 6:45 p.m.	

#### STUDENTS MUST SCAN THEIR STUDENT ID FOR EACH MEAL IN THE DINING CENTER

Dining Services | 217-735-7311 | Meyer-Evans Student Center

OFFICE HOURS: Monday - Friday | 8:00 a.m. - 5:00 p.m.

## TRANSPORTATION

### LINCOLNCOLLEGE.EDU/STUDENT-LIFE-LIFE-AT-LINCOLN/WELCOME

**STUDENT SHUTTLE:**  
The Lincoln College Shuttle operates on a fixed-deviated shuttle route that runs through historical downtown Lincoln and stops at a number of locations that provide access to shopping centers, restaurants, entertainment and recreation venues in and around the City of Lincoln. All students board and depart from the shuttle at the half circle drive in front of Heritage South Residence Hall and any of the designated pick-up and drop-off locations on the shuttle route.

**AMTRAK SERVICE:**  
The Lincoln College Shuttle will provide students transportation to and from the Lincoln Amtrak station from 5:00 p.m. - 10:00 p.m. Friday through Sunday. Students must board the shuttle 30 to 45 minutes before their train is scheduled to arrive at the Lincoln Amtrak station.

Students are responsible for the purchase of their Amtrak train tickets and can schedule their trip through Amtrak.com or through the Amtrak mobile app. Students are encouraged to monitor the Amtrak train schedule via smart phone app or online. It is not uncommon for Amtrak trains traveling through Lincoln to be delayed or canceled. The Amtrak mobile app can be downloaded from the Google Play Store or Apple Store depending on the type of mobile device.

Alternative shuttle hours are provided during move-in days, finals week, and breaks where campus closes and students are required to leave campus. Please check studentlife.lincolncollege.edu/transportation for a full schedule of alternative shuttle dates and times.

Transportation Services | 217-735-7370 | Meyer-Evans Student Center

HOURS: Monday - Thursday, 8:00 a.m. - 5:00 p.m. | Friday, 8:00 a.m. - 4:00 p.m.

SHUTTLE HOURS: Sunday - Thursday, 5:00 p.m. - 10:00 p.m. | Friday & Saturday, 5:00 p.m. - Midnight

## CAMPUS SAFETY & PARKING

### LINCOLNCOLLEGE.EDU/STUDENT-LIFE-LIFE-AT-LINCOLN/WELCOME

The Department of Campus Safety is responsible for providing safety, security and parking services at Lincoln College. The Department is staffed by Campus Safety Officers who are available 24/7 and provide safety and security enforcement to the campus community.

#### SERVICES CAMPUS SAFETY OFFERS:


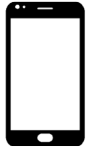


- LynxAlert (Omnilert) - an emergency alert system to keep you and your family informed
- Safety escorts
- Building security
- Motorist assistance/battery jumps
- Lockout assistance



#### PARKING SERVICES

Students who have a vehicle on campus must register for a parking pass. Parking passes are free of charge and must be placed in the back window on the lower right side of the window.



#### LYNX ALERT (OMNILERT)

We encourage all students and their families to sign up for LynxAlert, our emergency notification and alert system. We use LynxAlert to send out alerts about campus closings during inclement weather and security incidents. You can choose how you receive LynxAlerts by SMS, Email and/or Voice Alerts. Follow these steps to set up your LynxAlert:

- Go to lincolncollege.omnilert.net/subscriber.php
- Click “Sign Up” in the upper right corner
- Create a Username for your account. It is preferable to use the same username as your Lincoln College account.
- Type in your First and Last name.
- Create a password for you Omnilert account.
- Choose the group that applies to you.
- Read the Terms of Service and click the check box.
- Click “Create Account”
- After the account is created, add your Phone Number and Carrier for SMS and Voice Alerts and/or add your Email address for Email alerts. You must verify your contact information.

Campus Safety & Parking | 217-737-4477 | Meyer-Evans Student Center

Available 24/7

## STUDENT ID

Students are required to carry their Lincoln College Student ID Card at all times. Your Student ID card will provide you access to many resources provided by and available through the College community, including:

- Access to the Dining Hall if you’ve purchased a meal plan
- Access to the Scott Joslin Fitness Center
- Access to the Academic Success Center
- Checkout equipment in the Meyer-Evans Student Center
- Admission to Lincoln College events
- Checkout materials in the McKinstry Library
- Receive packages at the Bookstore
- Access to the Student Shuttle
- Some local businesses will provide discounts to students when they present their LC Student ID

#### LOST OR DAMAGED ID CARD

If you lose your ID card, go to Student Services to have your ID replaced. Replacement cards are \$20 each. If your card no longer works due to normal wear and tear it can be turned in to Student Services and replaced at no charge.

Student Services | 217-735-7298 | Student Services Building

HOURS: Monday - Thursday, 8:00 a.m. - 5:00 p.m. | Friday, 8:00 a.m. - 4:00 p.m.

# INFORMATION TECHNOLOGY

## HELPDESK.LINCOLNCOLLEGE.EDU

The Office of Information Technology (IT) provides technology support and resources for students, faculty, and staff at Lincoln College. The Help Desk is available to help with password assistance, Canvas LMS, student email, troubleshooting and more.

### TECHNOLOGY TERMINOLOGY AT LINCOLN COLLEGE

There may be some new terms you have not heard before as you acclimate yourself to the Lincoln College technology environment. In an effort to make your transition to Lincoln College as easy as possible, here are some of the common terms used on campus.

Canvas Learning Management System (LMS) is the system faculty and students use for online courses or as a supplement to a class that meets on campus. You may receive class content from your professor, receive assignments, submit your work, or have online discussions with your professor and other classmates.

LC-Secure wireless is the wireless access you will use to connect to the internet while you are on campus.

LC-Devices is the wireless access you will use to connect your devices such as TVs, game consoles, etc. while you are on campus.

Office365 gives you full access to Microsoft Office which includes Word, PowerPoint, Excel, Outlook, Access, and Publisher that can be downloaded to your personal PC.

MyLynx is an information system where you will register for classes, access your unofficial transcripts, access your class schedule, view and pay your bills and much more.

Printing: Students may print academic materials from the College’s computer labs for free, provided the materials being printed are directly related to the academic coursework for which the student is enrolled.

Single Sign-on is what you will use to log into all systems while at Lincoln College. Your username is usually your first initial, last name, the four last digits of your student ID number and then your password.

Office365 Student Email is the email account used by students using the Single Login example above, the email format would be jsmith1234. It is your Single Login followed by @stumail.lincolncollege.edu.



IT Help Desk Support | 217-735-7365 | helpdesk@lincolncollege.edu | Dooley Hall 106  
HOURS: Monday - Thursday, 8:00 a.m. - 5:00 p.m. | Friday 8:00 a.m. - 4:00 p.m.

# INFORMATION TECHNOLOGY

### CONNECT TO OUR WIRELESS NETWORK

Lincoln College has two Wi-Fi networks available across the entire campus, LC-Open and LC-Secure. LC-Open is a guest network with minimal security. If you are able to connect to the LC-Secure network, please do so as it will be an overall better experience.

1. Choose LC-Secure from the list of wireless networks on your device.
2. See below for a list of information you may need to enter.
3. Click “Join,” “Connect,” “Save”, or “OK.”
4. If you are prompted to accept a security certificate, or if your device says there is a problem with the security certificate, choose “Accept” or “Connect.”
5. You are now connected to LC-Secure



You may need to enter some, but not necessarily all, of the following information when connecting to LC-Secure.

- User name: this is your LynxNET username. This may be labeled as “Identity.” On Windows, you may need to add “lincdm/” to the beginning of your username.
- Password: this is your LynxNET password.
- Phase 2 Authentication: choose “MSCHAPV2” or “MS-CHAP v2.”
- Leave all other information as the default.

If you still have questions about the Wi-Fi network, or are having trouble logging in, please visit helpdesk.lincolncollege.edu and open an IT Ticket, and choose Network/Wireless as the Help Topic.

### DESKTOP AND LAPTOP COMPUTERS

Lincoln College does not endorse or recommend any specific brands of computers, however the following provide student discounts: Apple, Dell, HP, Lenovo and Microsoft. For most of the vendors, you will need to provide your student email address at some point during the checkout process to verify that you are a student. Your student email address is included inside the front cover of this resource guide.



### SUGGESTED ANTI-VIRUS SOFTWARE

Lincoln College does not endorse or have any affiliation with any of the following software vendors. These recommendations are based on independent testing performed by AV Comparatives. The vendors with free versions include AVG, AVIRA, Bitdefender. Other recommendations include Emsisoft Internet Security, ESET, F-Secure Anti-Virus, and Kaspersky.

Please note that we do not recommend Norton or McAfee anti-virus products, which typically come installed on a new computer. These products consistently test worse than the previously mentioned products. We recommend uninstalling it and using one of the previously mentioned products.



**MYLYNX**  
**STUDENTS.LINCOLNCOLLEGE.EDU**

MyLynx portal is used for a variety of functions and information sharing by many different offices on campus. Ways students will use MyLynx are:

- 🐾 Register for classes
- 🐾 Add/Drop courses
- 🐾 View your class schedule
- 🐾 Print your Unofficial Transcript
- 🐾 Print your Course & Fee Statement
- 🐾 Check your Account Balance and Make a Payment
- 🐾 View the Student Handbook
- 🐾 See any current Health Alerts
- 🐾 Check your Degree Progress
- 🐾 “How To’s” for several of your Student related accounts



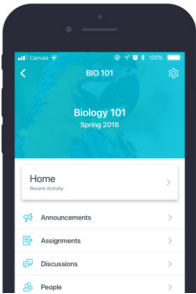
**CANVAS LMS**  
**LINCOLNCOLLEGE.INSTRUCTURE.COM**

Canvas is an online learning management system that students will utilize in conjunction with their in-classroom experience. Canvas may be used by instructors in different ways, including but not limited to:

- 🐾 Communicate with your faculty & classmates
- 🐾 Access an online version of your course syllabus
- 🐾 Check your grades in your current classes
- 🐾 Access homework assignments
- 🐾 Submit homework assignments
- 🐾 Take tests or quizzes
- 🐾 Participate in online discussions



New and intuitive  
course navigation!



**CANVAS AT YOUR FINGERTIPS!**  
**DOWNLOAD THE CANVAS APP FOR STUDENTS TO YOUR MOBILE DEVICES**

Students can download the Canvas LMS Student mobile app in the Apple Store or Play Store depending on the type of operation system on their mobile device.

**STUDENT EMAIL**  
**MAIL.OFFICE365.COM**

**HOW TO LOG IN TO OFFICE365 STUDENT EMAIL**

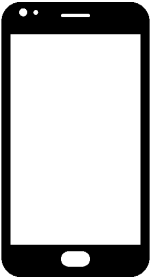


1. Type the following link into your Chrome or FireFox web browser: mail.office365.com (or) while you’re still logged into MyLynx, click on “Office365 - Student Email” link under the Quick Links Menu on the left hand side of the screen.
  2. Log into your Office 365 Student Email using your single sign-on username and password provided in the inside cover of this resource guide.
  3. Once you’re logged into your student email, select the correct time zone which is Central Time (USA and Canada).
- You may have some email already. You can check any email in your inbox or send a friend a test email. Make sure you check your email regularly.

**CONNECT PHONES AND OTHER MOBILE DEVICES TO STUDENT EMAIL**

**ANDROID USERS**

**IOS USERS**



1. Open the Email app.
  2. If you are not asked to add an account (when you already have another email account set up) you will have to add an account manually. This varies by phone but usually you tap the menu button, tap “Settings” and tap “Add Account.”
  3. Enter your email address and password then tap “Manual Setup”
  4. Tap “Exchange”
  5. Enter the following information:  
Domain: leave blank  
Username: your full email address  
Server: outlook.office365.com  
Tap “Next” You may be asked to activate Security for the account. Tap “Ok” or “Activate”  
You will then be asked to choose what items to sync. Make your choices, then tap “Next”
  6. Your email is now set up!
1. Follow the directions here to add a new email account:  
apple.com/support/phone/assistant/mail/
  2. Choose “Microsoft Exchange”
  3. Enter your full email address and password
  4. Leave “Domain” blank
  5. Type in your full email address for “User”
  6. Type in your password
  7. Tap “Next”
  8. Your email is now set up!

Your student email account on Office365 also entitles you to a full copy of Microsoft Office. This download is intended for your personal PC or laptop. To download your copy:



1. Go to portal.microsoftonline.com/OLSmsoftware.aspx
2. Log in with your Office365 account
3. Click the install button
4. Follow the instructions to complete the installation.

Your Office365 gives you access to the following programs:



You also have access to 25GB of online cloud storage through OneDrive Pro. Click “OneDrive” in the top bar after you have logged in to your email for more information.

The apps can be downloaded onto multiple devices, including PCs, iPads, iPhones, Android Tablets, and Android Phones.

OFFICE OF THE REGISTRAR
REGISTRAR.LINCOLNCOLLEGE.EDU

The Office of the Registrar maintains complete and accurate academic records for each student, verifies degree completion, evaluates and approves all transfer course work from accredited colleges and universities. The office is also responsible for issuing transcripts, enrollment verifications, and publishing the course schedules.

THE REGISTRAR CAN ASSIST STUDENTS WITH:

- Compliance with Academic Policies
- Transcript requests
- Applications for Graduation
- Degree audits
- Withdrawals from the College
- Enrollment and Degree verifications (through the National Student Clearing House)
- Change of Student Information
- Family Educational Rights and Privacy Act of 1974 Authorization Forms

For additional information regarding the College’s academic policies, please review the Course Catalog by visiting lincolncollege.edu/academics/majors-and-minors/course-catalog.



Office of the Registrar | 217-735-7243 | 217-732-2992 (fax) | Harts Science Building, Lower-Level
HOURS: Monday - Thursday, 8:00 a.m. - 5:00 p.m. | Friday, 8:00 a.m. 4:00 p.m.

HOW YOU REGISTER FOR CLASSES! MYLYNX WEB REGISTRATION STUDENTS.LINCOLNCOLLEGE.EDU

The next few pages offer instructions on how to use MyLynx student portal to register for courses via web. Students with questions or concerns about using MyLynx to register for their courses are invited to contact their Academic Advisor and/or the Office of the Registrar for assistance.

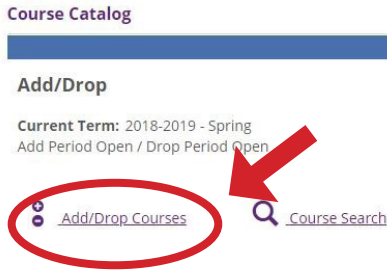
Accessing the “Add/Drop” Functions
Students are able to find and select courses for their schedule using one of four different methods:

- Under the “Add/Drop” area of the “Course Catalog” portlet (Courses & Academics tab)
- Add by Course Code
- Add by Reference #
- Course Search
- From within the “My Degree Progress” portlet (Course & Academics tab)

To access “Add/Drop” area, select the “Courses and Academics” tab from the MyLynx header as shown to the right.

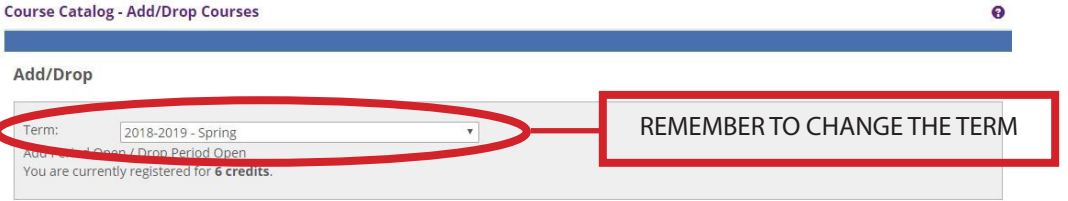


Once on the “Course & Academics” tab, scroll down until you see the “Course Catalog” portlet and click “Add/Drop” Courses”.

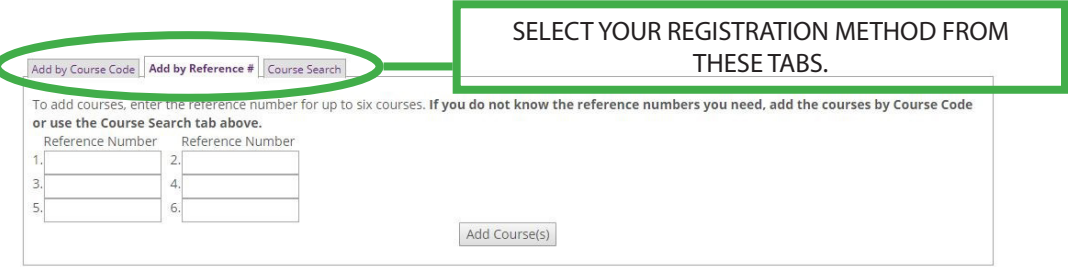


This will open the view on the next page. Before choosing a method of registration, remember to change the Current Term pull-down so that it equals the Term for which you want to add courses. Most students will want to select the full “Year - Term” such as those listed below:

- (Academic Year) - Fall
- (Academic Year) - Spring
- (Academic Year) - Summer



Once you have the proper Current Term selected, you’re ready to choose a course registration method from the tabs circled to the right



Registration through “Add by Course Code”  
If you already know which specific courses you want to add, “Add by Course Code” may be the easiest registration method for you.

1. Change the Term to the one for which you want to add courses

2. Select the “Add by Course Code” tab

3. Enter catalog number and section you want to add (up to six courses)

4. Click “Add Course(s)” when ready

Add/Drop

Term: 2018-2019 - Spring

Add Period Open / Drop Period Open

You are currently registered for 6 credits.

Add by Course Code

Add by Reference #

Course Search

To add a course, start typing its course code in the box below. A dropdown of courses that match what you have typed will appear. Select the course code and section number you want from the dropdown. You can add up to six courses at a time using this feature. If you don't know the course or section codes you need, use the course search tab above.

1

2

3

4

5

Add Course(s)

Your Schedule

Drop

Code

Title

Schedule

Location

Credits

Credit Type

Division

Advisor approval is required before courses are added to your schedule.

Selected Courses - Awaiting Advisor Approval

BIO 301 AA

THE AMERICAN ENVIRONMENT

R 5:30 PM - 9:30

Normal Campus Academic Building (Normal Campus) 110

3.00

Regular Credit

Undergraduate Degree

BUS 155 AA

MANAGEMENT INFORMATION SYS

W 5:30 PM - 9:30

Normal Campus Academic Building (Normal Campus) 118

3.00

Regular Credit

Undergraduate Degree

BUS 202 AA

PRINCIPLES OF MANAGEMENT

W 5:30 PM - 9:30

Normal Campus Academic Building (Normal Campus) 114

3.00

Regular Credit

Undergraduate Degree

Registration through “Add by Reference #”  
Using the Course Schedule booklet, you can also add courses by using their reference number. The reference number for a course is located just below the catalog number and just to the left of each individual section offered for that course

NOTICE THE REFERENCE NUMBER

ART APPRECIATION								
Requ. #	Section	Instructor	Days	Beg Time	End Time	Beg/End Date	Bldg	Room
ART 111		3.00	ART APPRECIATION					
34030	01	Staff	MWF	10:00 AM	10:50 AM	08/19/2019 12/14/2019	LIB	L1E
34031	02	Staff	MWF	11:00 AM	11:50 AM	08/19/2019 12/14/2019	LIB	L1E

1. Change the Term to the one for which you want to add courses

2. Select the “Add by Reference #” tab

3. Enter the reference number

4. Click “Add Course(s)” when ready

Add/Drop

Term: 2018-2019 - Spring

Add Period Open / Drop Period Open

You are currently registered for 6 credits.

Add by Course Code

Add by Reference #

Course Search

To add courses, enter the reference number for up to six courses. If you do not know the reference numbers you need, add the courses by Course Code or use the Course Search tab above.

Reference Number

Reference Number

3

4

5

6

Add Course(s)

19

Registration through “Course Search”  
Using “Course Search” you can search through the full schedule for a given term, selecting those you want to add by clicking a check box next to the particular section you wish to add. To start searching for courses, select “Course Search” tab in the “Add/Drop” view and enter the search criteria you want to use.

Selecting “More Search Options” expands the search criteria you can use as shown on the next page. Changing only the Term and clicking “Search” will return all of the courses available for that Term, allowing you to page through the schedule with courses listed alphanumerically by catalog number and section.

1. Select the “Course Search” tab

2. Enter the criteria you want to use

Remember to change the Term to equal the one for which you want to add courses.

3. Click “Search” to return results

Add/Drop

Term: 2018-2019 - Spring

Add Period Open / Drop Period Open

You are currently registered for 6 credits.

Add by Course Code

Add by Reference #

Course Search

Title: Begins With

Course Code: Begins With

Term: 2018-2019 - Spring

Department: All

Division: All

Search

More Search Options

Once you find the desired course in your search results, select it by clicking the “Add” check box in the left-hand column as shown below:

Course Search

Term: 2019-2020 - Fall

Department: All

Course Number Range: to

Title: Begins With

Course Code: Begins With

Division: All

Time: To:

Meets on any day(s)

Meets only on the selected days

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Faculty: All

Campus: All

Building: All

Section Status: Open or Full

Min/Max Hours: to

Search

Reset

Search Results

Search Again

Term: 2019-2020 - Fall

Add	Textbooks	Course code	Name	Faculty	Seats Open	St
<input checked="" type="checkbox"/>		ART 111.01	ART APPRECIATION	Staff	24/25	O
<input type="checkbox"/>		ART 111.02	ART APPRECIATION	Staff	25/25	O
<input checked="" type="checkbox"/>		BIO 101.01	GEN SURVEY OF BIOLOGY (W/O LAB)	Staff	24/24	O
<input type="checkbox"/>		BIO 102.01	GENERAL BIOLOGY (LAB)	Staff	24/24	O

Select the “Add” check box next to the courses you wish to add

To finalize the additions, select the “Add Courses” button on the lower left below your search results (you may need to scroll to the bottom of the page). Adding the courses will refresh your screen, and the courses will appear below the view as shown in the image above under “Add by Course Code”.

20

Registration through “My Degree Progress” portlet  
Through the “My Degree Progress” portlet, you can ‘drill down’ through your program requirements and find courses that directly apply to a particular requirement area. There are a number of stages involved as you move from requirement areas to different requirement subgroups and steadily down to the specific required courses. To start the process, select the “View All Details” button under the “My Degree Progress” portlet.

My Degree Progress

Tabitha Tania Adams

Requirements Summary

Name	Status
BACCALAUREATE GEN. ED.	Not Met
CHS MAJOR	Not Met
UPPER DIVISION (30)	Not Met
NON-MAJOR ELECTIVES	Not Met
NON-APPLIED COURSEWORK	Met
120 TOTAL CREDITS 2.0gpa	Not Met

View All Details

From the “View All Details” screen, select the requirement area you want to explore.

Requirement Summary

Requirement	Year	Aim	Hours Needed	Hours Earned	Hrs. in Progress	Quality Points	GPA	Status
BACCALAUREATE GEN. ED.	2018	GENED	0.00	12.00	13.00	39.00	3.2500	Not Met
CHS MAJOR	2018	MAJOR	74.00	3.00	0.00	9.00	3.0000	Not Met
UPPER DIVISION (30)	2018	UPPER	30.00	0.00	0.00	0.00	0.0000	Not Met
NON-MAJOR ELECTIVES	2018	ELEC	0.00	0.00	3.00	0.00	0.0000	Not Met
NON-APPLIED COURSEWORK	2018	NONAP	0.00	4.00	4.00	12.00	3.0000	Met
120 TOTAL CREDITS 2.0gpa	2018	TOTCR	120.00	16.00	20.00	51.00	3.1875	Not Met

Viewing Worksheet

Recalculate Student Progress

Selecting the requirement area will open up new details such as requirement subgroups or specific requirements with each step down into the area.

As you work down through the groups, you will see increasingly detailed information about your requirements. At the lowest level, the screen will display the specific courses that can be used toward that requirement as shown to the right. Selecting “See available courses...” will open a course search screen, allowing you to search within the course schedule for courses meeting that requirement.

This course search works much like the “Course Search” registration method discussed on page 22 with the important difference that it is searching for an exact match to the course you specified on the previous screen. As with each registration method, you will need to change the Term pull-down to equal the one for which you wish to add courses.

My Degree Progress - Results

Search Results

Search Again

Term: 2019-2020 - Fall

Division: All

Search

Other previously selected search criteria still apply.

Add	Textbooks	Course code	Name	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date
<input type="checkbox"/>		CMN 260.01	SMALL GROUP DISCUSSION	Staff	25/25	Open	MW 2:00 PM-3:15 PM; Lincoln Campus, Gehlbach Hall, Gehlbach Hall - Rm. 103		8/19/2019	12/14/2019
<input type="checkbox"/>		CMN 260.02	SMALL GROUP DISCUSSION	Staff	25/25	Open	TR 11:30 AM-12:45 PM; Lincoln Campus, Gehlbach Hall, Gehlbach Hall - Rm. 105	3.00	8/19/2019	12/14/2019

3. Click the “Add” check box next to the course you wish to add, and then click “Add Course” just below this view

1. Change the Term to the one for which you want to add courses

2. Click “Search”

Once your search results are returned, select the “Add” check box next to the course section you wish to add and then the “Add Course” button. Added courses will appear below the view as shown in the image above under “Add by Course Code.”

Registration Errors and “Course Not Yet Registered” Messages  
Occasionally, you may try to add a course and receive an “Unauthorized Course Entry” message. An “Unauthorized Course Entry” message could be triggered by several different conditions:

- You may not have a prerequisite or co-requisite requirement
- The course may meet at a location different from those for which you are authorized to register.
- You may have tried to add a course that conflicts with another, already registered, course.

When/if you do run into an “Unauthorized Course Entry” message, the message will display just above your registered courses and look like the image below:

The message will indicate why you were not able to add the course and offer a suggestion on how to resolve the error. If you believe that the “Unauthorized Course Entry” message is itself an error, please consult with your academic advisor and/or the Registrar’s Office.

Courses Not Yet Registered

We were unable to register you for one or more of the courses you attempted to add. Each one is listed below, with the relevant error(s) and the steps needed to add the course (if available).

Unauthorized Course Entry

Course Info: BUS 101.00

Resolution: You are not authorized to register for this class at this time. If you believe you have received this message in error, please contact the office of the registrar.

OK

Advisor Approval  
Once you are registered, your academic advisor will need to approve your schedule before it is considered “complete.” Your advisor may contact you with questions or concerns before approving your schedule, especially if your registered courses are different from the ones your advisor recommended. Please remember that you, as the student, are primarily responsible for course selection and making progress toward completion of your degree program. Departing from the course schedule worked out in partnership with your advisor may delay your graduation.

Dropping Registered Courses  
In the event you need to drop one or more of your registered courses, you can do so from within the “Add/Drop” area of the “Course Catalog” portlet. As with each of the registration methods discussed on the previous pages, click on the “Add/Drop” button under “Add/Drop” to access the drop function.

Course Catalog

Add/Drop

Current Term: 2018-2019 - Spring

Add Period Open / Drop Period Open

Add/Drop Courses

Course Search

To view your registered courses for a specific Term, change the Term pull-down menu to equal the one you wish to view.

Add/Drop

Term: 2018-2019 - Spring

Add Period Open / Drop Period Open

You are currently registered for 6 credits.

Your registered courses will display alphanumerically by catalog number and section. If you are still allowed to drop a course without assistance from your academic advisor, a “Drop” check box will appear just to the left of each course. To drop a course, click the check box next to the course you wish to drop and then the “Drop Course(s)” button just below your list of courses.

1. Click the “Drop” check box

Drop Course(s)

Drop	Code	Title	Schedule	Location	Credits	Credit Type	Division
<input type="checkbox"/>	BIQ 301 AA	THE AMERICAN ENVIRONMENT	R 5:30 PM - 9:30	Normal Campus Academic Building (Normal Campus)	110	3.00	Regular Credit Undergraduate Degree
<input checked="" type="checkbox"/>	BUS 166 AA	MANAGEMENT INFORMATION SYS	W 5:30 PM - 9:30	Normal Campus Academic Building (Normal Campus)	118	3.00	Regular Credit Undergraduate Degree
<input type="checkbox"/>	BUS 205 AA	PRINCIPLES OF MANAGEMENT	W 5:30 PM - 9:30	Normal Campus Academic Building (Normal Campus)	114	3.00	Regular Credit Undergraduate Degree

2. Click “Drop Course(s)” to finalize

Students are strongly advised to consult with their academic advisor and Financial Aid before dropping one or more courses

22

# ACADEMIC ADVISING

ADVISING.LINCOLNCOLLEGE.EDU

Every Lincoln College student is assigned an advisor whose primary goals are assisting students to realize their maximum potential and helping students determine and attain their educational and career objectives. Your academic advisor will help orient you to college work, assist you with registration and scheduling of classes, monitor your academic progress and refer you to faculty and student services staff for necessary help.

### ADVISOR RESPONSIBILITIES

Advisors are key to a student’s educational experience. They help guide students through academic decisions, personal growth and development. Advisors do more than just help students register for classes; they are one of the primary reasons a student chooses to stay at Lincoln College. Your advisor will:

- Be knowledgeable about degree and program requirements and explain this information to you in a clear and concise manner.
- Offer advice on course selection and help students develop an academic plan that moves them toward graduation.
- Keep regular office hours and be available for appointments.
- Contact students regarding concerns about their attendance or grades.
- Help students clarify goals and discuss actions necessary to meet those goals.
- Monitor student progress and keep advising records and meeting notes.
- Stay abreast of current advising policies, procedures and program changes.
- Refer students to appropriate campus resources as needed (e.g., Academic Success Center, Student Counseling, etc.).
- Guide, encourage and support student development while preparing them for the next step in their academic journey.

### STUDENT RESPONSIBILITIES

- Participate in advising by preparing for advisor meetings, asking questions, and sharing thoughts, concerns and ideas with the advisor.
- Check student email account regularly, respond to advisor’s email, voice mail, or text message in a timely manner and notify advisor if contact information changes.
- Make and keep advising appointments, and let your advisor know ahead of time if the appointment must be canceled.
- Reflect on goals (educational and personal) and ask your advisor to help you develop a plan to reach those goals.
- Attempt to learn and understand the core curriculum and requirements for intended program of study.
- Be aware of the academic deadlines through the semester, and understand the consequences for missing those deadlines (drop/add deadlines, W/WF deadlines, etc.).
- Know how to use the MyLynx and Canvas systems to obtain information necessary for classes (course syllabi, assignments, handouts or PowerPoint slides), review grades and course attendance, and to view course schedules.
- Be knowledgeable about policies, procedures, and resources on campus and ask questions when needed.
- Be open and willing to consider advice from an advisor, faculty or other mentors on campus.



Academic Advising | 217-735-7294 | Gehlbach Hall  
HOURS: Monday - Thursday, 8:00 a.m. - 5:00 p.m. | Friday, 8:00 a.m. - 4:00 p.m.

# ACADEMIC SUCCESS CENTER

Our mission is to provide complete services and programs that will empower students and link them with the resources they need to achieve both academic and personal goals. The ASC is available to all Lincoln College Students free of charge. Academic assistance is available for all subject areas including walk-in hours for math and writing; study groups, as well as private, one-on-one appointments.



LYNX LEARNING LAB: Learning Specialists are available to provide learning strategies and academic assistance for most subjects. We can help students brainstorm topic ideas, improve their research methods, prepare for exams, learn new study strategies, assist with any writing assignment, and so much more! Stop in and check us out!



MATH SKILLS LAB: Designed for students enrolled in MAT 091 an MAT 095. Learning Specialists are available to work on specific concepts, check homework, and provide practice opportunities to help you master the math!



WRITING CENTER: Learning Specialists are available to work with students at any stage of the writing process.



DEVELOP STUDY SKILLS: Professional tutors work with students to master textbook material in any class. We will assist you in organizing your notes, outlining chapters, time management and preparing for exams.

Academic Success Center | 217-735-7303 | ASC@lincolncollege.edu | Gehlbach Hall, Rm 102/104  
HOURS: Monday - Friday 9:00 a.m. - 5:00 p.m. & 6:00 p.m. - 8:00 p.m.

# MCKINSTRY MEMORIAL LIBRARY

LIBRARY.LINCOLNCOLLEGE.EDU

### LIBRARY RESOURCES



- Access to over 25,000 e-books, and 38 electronic research databases
- I-Share: free service for borrowing materials from over 90 academic libraries in the state of Illinois
- Over 40 student computers
- Free printing and copy services
- Individual study pods and carrels
- Group study rooms and whiteboard tables
- Research and technology assistance
- Free coffee



McKinstry Memorial Library | 217-735-7292 | McKinstry@lincolncollege.edu  
HOURS: Monday - Friday 9:00 a.m. - 5:00 p.m. & 6:00 p.m. - 8:00 p.m.  
Saturday, 1:00 p.m. - 5:00 p.m. | Sunday, 3:30 p.m. - 10:00 p.m.

OFFICE FOR DISABILITY SERVICES  
LINCOLNCOLLEGE.EDU/ACADEMICS/RESOURCES/DISABILITY-SERVICES

Lincoln College is committed to providing equal access to all College programs and services. The mission of the Office for Disability Services (ODS) is to ensure full and equal participation for students with disabilities by providing facilitators, programs and services that will support and enhance an individual’s ability to achieve their academic and personal goals. ODS is dedicated to encouraging self-advocacy, promoting equal access, and working with individuals to determine and establish appropriate accommodations.

A student with a disability who has been accepted to Lincoln College is encouraged to contact the Office of Disability Services. Students are not required to make this contact, nor will the contact force students to use accommodation services. However, if students wish to use disability-related accommodations at Lincoln College, they must complete the following four-step process:



1. Contact the Office of Disability Services
2. Complete and submit registration documents at [lcods.lincolncollege.edu](https://lcods.lincolncollege.edu) and provide appropriate documentation to establish eligibility for services
- NOTE: Documentation should come from the licensed, clinical professional who diagnosed or is treating the disability and should be recent enough to identify the current impact of the disability (generally within the past 3 to 5 years). The documentation should include a diagnostic statement identifying the disability, a description of the current impact of the disability, treatments currently in use, the expected progression of the disability over time, and recommendations on ways to mitigate the impact of the disability. Generally, a high school IEP or 504 plan does not constitute adequate documentation.
3. Schedule an ODS intake interview to discuss the impacts of the disability, academic goals, an accommodation history, and accommodation process.
4. Work with ODS to develop and accommodation plan. Upon student request, ODS will provide letters for instructors identifying the student’s accommodations.
- More detailed information about the Office of Disability Services and the accommodation process is available online and in the ODS Student Handbook.

ACCESS PROGRAM  
LINCOLNCOLLEGE.EDU/ACADEMICS/RESOURCES/DISABILITY-SERVICES

In addition to the services available through the Office of Disability Services, students who have a disability that impacts executive function (e.g., ADHD) may elect to enroll in the supplemental, fee-for-services Access Program.

The Access Program uses an established 3-pronged approach to build the foundation for academic success. Through a focus on academics, individual attention, and a personalized community of support, the Access Program has a demonstrable record of success.

Students in the program are paired with a professional Access Coach who meets with the student throughout the semester to provide guidance and support. Coaches keep abreast of students’ academic progress as well as upcoming dates and deadlines and work with students to develop effective ways to approach assignments and projects. Additionally, Access Coaches maintain regular communication with the entire campus community and work closely with faculty to help keep students current with dates of assignments, tests, and course expectations. Coaches also provide parents regular electronic updates on their student’s academic progress.

For more information, please visit the Access Program web page: [access.lincolncollege.edu](https://access.lincolncollege.edu).

Office of Disability Services | 217-735-7335 | [ods@lincolncollege.edu](mailto:ods@lincolncollege.edu) | Harts Science Building, Lower-Level  
HOURS: Monday - Thursday, 8:00 a.m. - 5:00 p.m. | Friday, 8:00 a.m. - 4:00 p.m.

ENRICHMENT ACADEMY PROGRAM

LINCOLN COLLEGE  
Enrichment Academy



Lincoln College wants to ensure all conditionally accepted students succeed with their transition to college. To offer assistance prior to the start of the fall semester, Lincoln College **requires** all conditionally admitted students to **attend and fully participate** in the Enrichment Academy, formerly known as The Summer Bridge Program. Enrichment Academy is designed to help you succeed at Lincoln College, so failure to attend or participate may impact your fall acceptance status.

The Enrichment Academy runs the week prior to Orientation and throughout your entire first semester. It is packed with everything you need for a successful start to your first semester of college. The Enrichment Academy is offered at no cost to you and will provide you with the opportunity to develop the academic and social skills that you will need in college.

Before you can take advantage of the Enrichment Academy, you must complete the following:

- 1 FINANCIAL AID  
Finish the FAFSA, submit all required documents, sign and return your award letter to the Financial Aid Office.  
*FAFSA Code 001709*
- 2 HEALTH RECORDS  
Submit all required health records and forms to Office of Health Services
- 3 ADMISSIONS  
Submit final high school or college transcripts (if applicable).  
Secure your housing by submitting the \$125 deposit at [lincolncollege.edu/deposit](https://lincolncollege.edu/deposit).
- 4 MAKE PAYMENT  
Pay your tuition and fees in full or make your first payment on MyLynx.
- 5 ATTEND SOAR  
Attend one of the scheduled Student Orientation, Advisement, and Registration (SOAR) events at [soar.lincolncollege.edu](https://soar.lincolncollege.edu)

More information regarding move-in details and the Enrichment Academy schedule will be provided at SOAR. We look forward to watching your growth and development as a student at Lincoln College. Please feel free to contact us with any questions or concerns.

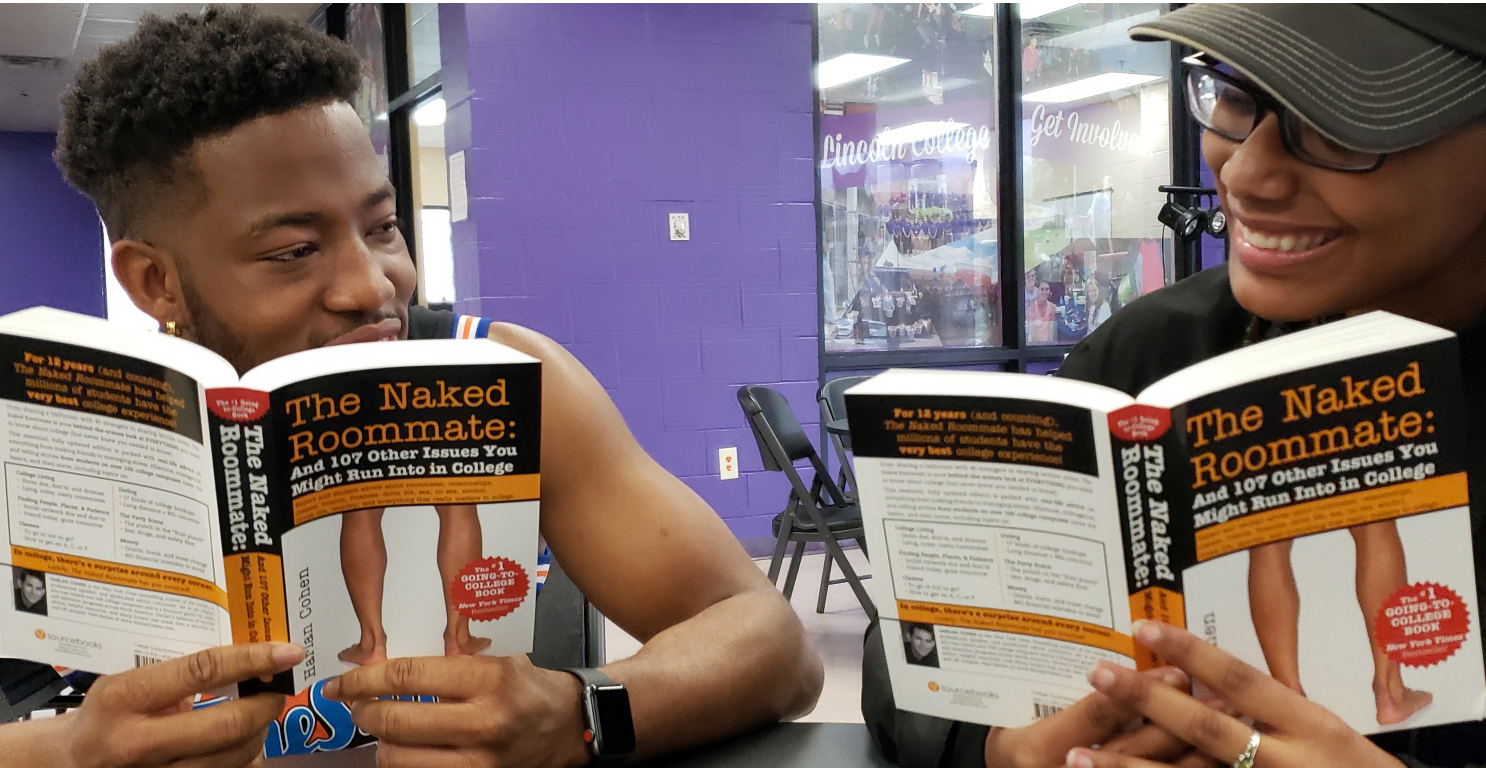
300 Keokuk Street  
Lincoln, IL 62656  
(217) 735-7377

FRESHMAN SEMINAR (IDS 105)

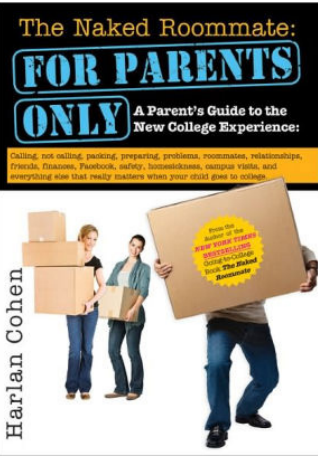
Freshman Seminar (IDS 105) is a course designed to act as an academic, cultural, and social transition to college. Freshmen Seminar provides a platform for promoting intellectual, personal, academic and social growth and success. The course introduces students to:

- College policies, procedures and services
- Academic and career choices
- Helps students clarify their purpose, meaning, and direction
- Rigor expected of college students through intellectual discussions, activities and reading and writing assignments

Students entering Lincoln College with 15 college credits or less are required to take Freshman Seminar their first semester. Students entering Lincoln College with more than 15.1 - 45 credits are eligible to enroll in the course but are not required to.



Freshman Seminar uses two common readers for the course, the Naked Roommate: And 107 Other Issues You Might Run into in College by Harlan Cohen and The Other Wes Moore by Wes Moore.



RECOMMENDED READING FOR PARENTS & FAMILIES  
The Naked Roommate: For Parents Only by Harlan Cohen is a witty and wise guide to everything you need to know about the college experience. You can purchase your copy online at any major book retailer.

CAREER SERVICES  
LINCOLNCOLLEGE.EDU/ACADEMICS/CAREER-SERVICES/OVERVIEW

Career Services strives to empower students and alumni with the appropriate skills and resources to navigate the career exploration and job search process.

CAREER EXPLORATION & PLANNING  
RESOURCES: Career Services connects students with a variety of online resources and assessment tools that helps students explore majors, careers, and industries that best fit their skills and interests.

CAREER ADVISING: Students can meet with the Director of Career Services to learn about career planning and to search resources and talk through their four year plan as they determine their academic and career goals.

CAREER FAIRS, WORKSHOPS, & NETWORKING EVENTS: Career Services provides on- and off-campus opportunities for students to learn more about industries and meet with recruiters looking for part-time employees interns, and professional staff. Special workshops on resume and cover letter writing, interviewing techniques and business and dining etiquette are available to students.

CAREER LYNX is a product of Lincoln College's partnership with GradLeaders, a company that connects job and internship-seeking students and alumni with the world's leading employers.

With CareerLynx, you will be able to put your full resume and career profile online, conveying your work experiences and preferences to top recruiters globally. This places your resume in front of companies such as CVS, Eli Lilly, T-Mobile, Johnson & Johnson, and thousands of other leading employers and small businesses around the world.



Career Services | 217-735-7361 | McKinstry Memorial Library  
OFFICE HOURS: Monday - Thursday, 8:00 a.m. - 5:00 p.m. | Friday, 8:00 a.m. - 4:00 p.m.

4 YEAR CAREER DEVELOPMENT PLAN

- YEAR 1 | Interests, Majors, & Careers**
- Attend your SOAR Day
  - Participate in Lynx First Four Days
  - Visit LynxFest to learn about clubs and organizations
  - Meet with Career Services to discuss Career Goals and learn about our services
  - Check out Career Services website
  - Create your CareerLynx profile and update it as you gain new skills and experiences
  - Complete an interest/career assessment
  - Volunteer on campus and in the community
  - Work on establishing a reputation as a hard worker and reliable student
  - Get to know your campus faculty and staff
- YEAR 2 | Identify interests and put plan in motion**
- Review your academic plan with your Academic Advisor and identify your major that reflects your interests
  - Connect with Student Engagement and other campus organizations for volunteer and other involvement opportunities
  - Explore student leadership opportunities
  - Take part in workshop and seminars on topics such as resume writing, interviewing strategies and networking
  - Update and post your resume to your CareerLynx profile
  - Work on-campus/off-campus
  - Complete a mock interview
- YEAR 3 | Build professional network**
- Review and update your CareerLynx profile and resume
  - Attend internships/graduate school fairs
  - Apply for and secure a career-related internship experience
  - Connect with professionals in your interests areas to learn more about career fields
  - Determine career path, graduate school and employment
  - Establish LinkedIn account and begin to form professional profile/network on that platform
  - If graduate school is an option, then research graduate/professional schools
  - Stay involved and pursue leadership opportunities on campus
  - Attend area career fairs to gain experience meeting and interacting with potential employers
- YEAR 4 | Transition to career or graduate school**
- Update your resume and add skills gained from Professional Practice Opportunities and any other experiences
  - Continue to update your CareerLynx and LinkedIn profile with relevant work, involvement and academic experiences, along with skills gained
  - Attend area career fairs to explore job opportunities
  - Join appropriate professional organizations relevant to your major/career area of interest
  - Interview with prospective employers
  - If opting for graduate school, attend Graduate School fairs and apply for admission
  - Get a great job or get accepted to a great graduate/professional school
  - Complete First Destination Survey

DEAN OF STUDENTS  
LINCOLNCOLLEGE.EDU/STUDENT-LIFE/LIFE-AT-LINCOLN/WELCOME

At Lincoln College, we care for our students’ overall well-being. We want to help get the care referrals, and answers needed to ensure success. The Office of the Dean of Students collaborates with all Lincoln College departments, faculty, staff, students and their families to create a caring culture at Lincoln College.

Family members, fellow students, faculty and staff can make a referral to the Dean of Students.

- Dean of Students Divisions:
- Campus Safety
  - Counseling Services
  - Health Services
  - Residence Life
  - Student Engagement
  - Student Services
  - Transportation Services

Some of the areas students are referred for:

- Homesickness
- Family emergency
- Illness/Medical
- Academic
- Injuries & hospitalization
- Feeling lost
- Relationship issues
- Financial issues
- Behavioral concerns
- Questions in general

SEXUAL ASSAULT / DATING VIOLENCE / DOMESTIC VIOLENCE / STALKING  
If you are the victim of a sexual assault, other sex offense, dating violence, domestic violence or stalking (even if you are not certain) you should consider your reporting options. There are a variety of resources that are confidential and private to help victims. These resources can also be found at:  
lincolncollege.edu/consumer-information/title-ix-sexual-misconduct/.



Dean of Students | 217-735-7302 | Student Services Building  
OFFICE HOURS: Monday - Thursday, 8:00 a.m. - 5:00 p.m. | Friday, 8:00 a.m. - 4:00 p.m.

RESIDENCE LIFE  
LINCOLNCOLLEGE.EDU/STUDENT-LIFE/LIFE-AT-LINCOLN/WELCOME

Choosing to live on campus comes with many benefits—such as living in an academically-supportive environment, the ability to stay connected to campus through activities that foster educational, social, and leadership development and engaging with students from a variety of cultures, backgrounds, and lifestyles.

Residential Life offers a living and learning environment committed to the academic success and personal growth of our residents. Students can choose to live on an academic theme housing floor—where students are clustered by academic major or special interest, making it easy to form study groups and make friends. Our friendly and supportive hall staff are available 24 hours a day to provide guidance and support to all students.

When you get to campus don’t forget to introduce yourself to your hall staff, which consists of the individuals described below:

- Resident Assistant (RA): Peers who live on each floor in the residence halls that are dedicated to helping students succeed both socially and academically at Lincoln College.
- Residence Hall Director (RHD): A full-time Masters level professional or pursuing a Master’s degree who lives on campus. The Residence Hall Director’s full-time job is to support student success through mentoring, leadership development, skill building, and is the primary administrator for two to three residence halls.

RESIDENCE HALLS’ AMENITIES INCLUDE:

- Cable Television
- Heating and Air conditioning (traditional halls operate on a chiller unit)
- Lynx Den (space provided for students to host birthday parties, study night, and cook for small gatherings)
- Lounge spaces for programming and community building

RESIDENCE HALL CLOSINGS  
The residence halls close each academic year for Thanksgiving, Winter, Spring and Summer breaks. Residence halls will remain open during Fall and Spring Holiday breaks. See our website for updates on hall closures for breaks.

HOUSING ASSIGNMENTS  
Students are assigned once their housing deposit is paid and a housing questionnaire is completed. Housing questionnaires provide an opportunity for students to list their living preferences including building locations, living lifestyles, roommate choice and other preferences. This can be found on our housing website.



RESIDENCE HALL ASSOCIATION  
Residence Hall Association is the governing organization for the residence halls. Similar to Student Government Association, RHA advocates for concerns of students that live on campus and seeks to plan activities for residential students. Students who become a part of RHA are empowered to serve in leadership positions across the campus such as resident assistants, floor leaders, peer mentors, and club presidents. RHA also manages the Lynx Den which provides residential students a place to host small gatherings and prepare home cooked meals. Membership in RHA will allow you to meet new people, gain valuable leadership experience, host a variety of fun programs, build your resume and necessary soft skills and make a difference in campus housing while make life-long memories.

Residence Life | 217-735-7299 | Student Services Building  
OFFICE HOURS: Monday - Thursday, 8:00 a.m. - 5:00 p.m. | Friday, 8:00 a.m. - 4:00 p.m.

HEALTH SERVICES
HEALTHSERVICES.LINCOLNCOLLEGE.EDU

Health Services at Lincoln College works to create a healthy environment for students. We believe that a healthy lifestyle is essential to ensure academic success thus we provide services at no additional cost to students.

HEALTH SERVICES AVAILABLE:

- Assessment of illness or injury
- Blood pressure monitoring
- Emergency care of illness or injury
- Weight checks and diet consultations
- Some non-prescription medications
- Immunization information and referrals
- Health care provider referrals
- Health education materials

Student Health 101 is a free online magazine provided to you at no cost. Each month, different topics are covered on health and wellness issues related to college students. To access Student Health 101, go to

STUDENT HEALTH RECORDS:

Health records are required by August 1st for the fall semester and December 15th for the spring semester. A \$15 late fee will be charged to your student account if records are not complete 15 days after the first day of class. A \$10 additional late fee will be added to your account for all records not complete 30 days after the first day of class. Students will not be allowed to register for classes for the following semester if health records are not in compliance.

Student medical records are the property of Lincoln College and are maintained and kept confidential through the Office of Health Services. To access required medical forms, please visit healthservices.lincolncollege.edu.



Health Services | 217-735-7340 | 217-735-5214 (fax) | Student Services Building
HOURS: Monday - Thursday, 8:00 a.m. - 5:00 p.m. | Friday, 8:00 a.m. - 4:00 p.m.

COUNSELING SERVICES
LINCOLNCOLLEGE.EDU/STUDENT-LIFE/SERVICES/COUNSELING-SERVICES

All registered students at Lincoln College have access to counseling services at the Student Counseling Center. We offer assistance to students who experience normal developmental challenges, as well as students who are challenged by the process of transition from high school to Lincoln College. The Student Counseling Center also provides preventive programs designed to increase awareness and skills for managing your daily life and school effectively and successfully.

We provide a confidential counseling environment in a safe and private setting at no additional cost for students to discuss issues such as:

- Depression
- Substance abuse
- Stress
- Grief and loss
- Anxiety
- Conflict resolution
- Relationship concerns
- Time management
- Sexual abuse and assault
- Other personal concerns

EMERGENCIES

If you require immediate assistance when a counselor is not available, please make use of the following resources:

- Call 911
- Contact a Resident Assistant or Residence Hall Director
- Call the National Suicide Prevention hotline: 1-800-273-TALK(8255)
- Talk with a trusted faculty or staff member
- Go to the Emergency Room at Abraham Lincoln Memorial Hospital at 200 Stahlhut Dr, Lincoln, IL 62656



Student Counseling Services | 217-735-7293 | Student Services Building
HOURS: Monday - Thursday, 8:00 a.m. - 5:00 p.m. | Friday, 8:00 a.m. - 4:00 p.m. | or by Appointment

STUDENT ENGAGEMENT
LINCOLNCOLLEGE.EDU/STUDENT-LIFE/LIFE-AT-LINCOLN/WELCOME

At Lincoln College, we are committed to the development and growth of the whole person by exposing students to a wide variety of co-curricular experiences through major programs and events, leadership development, service and civic engagement.

STUDENT ACTIVITIES
A variety of programs are provided for students throughout the year. We are always open to assisting students in the development of new activities and programs.

- Week of Welcome
LynxFest
Family Day & Homecoming
De-Stress Fest
Campus-wide Events
Spring Fest
Diversity Programming
And much more!

LYNX ACTIVITIES BOARD
This student group provides an excellent opportunity for students to become engaged in an organization that is fun and gives students a chance to meet new people, provide a service to the campus and community, and to learn valuable work and leadership skills.

LEADERSHIP & SERVICE
Leadership skills are meaningful no matter where your career journey takes you. At LC, you can gain leadership and community service experience as an active member of a student organization, through participation in service projects, and by taking on responsibilities related to events and activities on campus.

MEYER-EVANS STUDENT CENTER
The Meyer-Evans Student Center is a popular destination for the campus community and the center of student life. The Student Center offers numerous activities for students throughout the day, including billiards, ping pong, air hockey, video games, and an assortment of classic and modern board games.

STUDENT GOVERNMENT ASSOCIATION
The Student Government Association serves as the student body's representative to the administration of Lincoln College and the recognized governance unit for all students. SGA has a responsibility to connect with LC students, faculty, staff, and stakeholders, commit to working on behalf of all students, and serve the best interests of the student body at Lincoln College.

RECOGNIZED STUDENT ORGANIZATIONS
There are currently 20+ recognized student organizations that promote student involvement on campus. Studies have shown involvement on campus increases students' retention and persistence toward degree completion. Through involvement, students learn to be more socially competent, academically focused, and civically engaged.

Show Up! Sign Up! Lynx Up!
Get Involved!

Student Engagement wants you to Get Involved! We can help you find your community, discover endless opportunities and experiences outside the classroom, and equip you to make a difference on campus and beyond.

Show Up! Whether it's a big event or small gathering, mark it on your calendar, invite a friend, get out and go. Campus events are great places to meet others, take a study break, and experience the vibrancy of campus life.

Sign Up! Don't be afraid to put your name on the list for that club, that team, or that group. Get involved in something you're passionate about, or even something you've always been curious about.

Lynx Up! Because the most important project while at Lincoln College is YOU! Take on a leadership position in your club, expand your mind and your views, and make a difference on campus and in the community so you can be the best version of yourself!



Student Engagement | 217-735-7370 | Meyer-Evans Student Center
HOURS: Monday - Thursday, 8:00 a.m. - 5:00 p.m. | Friday, 8:00 a.m. - 4:00 p.m.

LYNX FIRST FOUR DAYS | AUGUST 12 - 15, 2021

Your first four days on campus are the perfect time to meet people and get to know campus. Lynx First Four Days offers four days of activities designed to help new students get acclimated to the Lincoln College campus and community.

- Meet your Peer Mentors and Freshman Seminar (IDS 105) faculty
Matriculation Ceremony, your official welcome from the Administration and Faculty of Lincoln College
A campus-wide scavenger hunt to help you find your classrooms and tour campus
Orientation sessions that will help you to understand what's expected of students
Fun, social events are held each night



WEEK OF WELCOME | AUGUST 16 - 20, 2021

Week of Welcome takes place the first week of classes of the fall semester. During WOW, you will have the chance to participate in a wide range of activities designed to introduce you to our vibrant campus life while making new friends and connections.

You will find a seemingly endless schedule of Week of Welcome activities to choose from to learn more about life as a Lynx. Previous events have stretched anywhere from open mic nights to rising comedians, hypnotists, and game shows.



COMMUTER STUDENTS



**COMMUTER STUDENT ASSOCIATION (CSA)**  
The Commuter Student Association represents the interests and needs of the commuting students attending Lincoln College. CSA plans programs and activities and represents commuter concerns with the College administrators with the goal of improving the college experience for commuter students.

As a commuter student, you can also join the CSA and make a difference on campus. CSA is a student-run organization, that strives to:

- 🐾 Help commuter students form a stronger bond with the Lincoln College community.
- 🐾 Educate and connect commuter students to aid in their academic and extracurricular success at Lincoln College.
- 🐾 Serve as a liaison between commuter students and administration.
- 🐾 Engage commuter students on campus by providing programming opportunities.
- 🐾 Offer leadership development opportunities for commuter students.



**COMMUTER STUDENT ASSOCIATION  
LINCOLN COLLEGE**

APPRECIATION WEEK FALL 2021 TBD



Contact the Commuter Student Association Advisor  
Bridgett Thomas for more information at  
bthomas@lincolncollege.edu or 217-735-7302.

RISE | HIGH FIVE EXPECTATIONS



**BE RESPECTFUL**  
Demonstrate courteous and thoughtful behaviors to others and your environment.



**BE TRUTHFUL**  
Embrace integrity and honorable actions to help foster growth.



**BE ENGAGED**  
Make a positive contribution to the learning and social experiences on campus.



**BE RESPONSIBLE**  
Take ownership of your actions, decisions, and behaviors.



**BE SUPPORTIVE**  
Recognize the needs of others by showing compassion.



Within Lincoln College’s mission to help students achieve their full potential, Lincoln College strongly promotes the development of a personal values system that includes accepting personal responsibility for actions and maintaining dignity and truth. Thus, integrity and civility are core qualities of the successful Lincoln College student. Students will adhere to the rules and regulations of the institution and conduct themselves at all times in an honest and courteous manner. Students will demonstrate respect for the property and grounds of Lincoln College, for all members and visitors of the Lincoln College community, and for the citizens and property of their host city of Lincoln, Illinois. To preserve and maintain an environment conducive to learning and personal responsibility, Lincoln College has established regulations that describe and clarify actions or activities that would not be consistent with such an environment. Any language or conduct deemed uncivil will lead to disciplinary action. Examples of prohibited behavior include, but are not limited to, disruptive noise, verbal abuse, calumny (making false statements with the intent to harm another) and verbal or written intimidation.



# ATHLETICS

## LINCOLNLYNXSPORTS.COM

Cheer or be cheered! Lincoln College is a member of the National Association of Intercollegiate Athletics (NAIA) and offers a wide array of men’s and women’s varsity, junior varsity, and club sport programs.

- Men’s Athletics
  - Baseball
  - Basketball
  - Bowling
  - Cross Country
  - Golf
  - Soccer
  - Swimming & Diving
  - Track & Field
  - Volleyball
  - Wrestling

Women’s Athletics
  - Basketball
  - Bowling
  - Cross Country
  - Golf
  - Soccer
  - Softball
  - Swimming & Diving
  - Track & Field
  - Volleyball
  - Wrestling

Club Sports
  - Cheerleading
  - eSports
- FOLLOW  
LYNX ATHLETICS

@LCLynxAthletics

@LynxToLincoln

@LynxToLincoln



Students interested in participating in an athletic program can submit a recruitment questionnaire by going to [lcadmissions.lincolncollege.edu/recruitment-questionnaires/](https://lcadmissions.lincolncollege.edu/recruitment-questionnaires/).

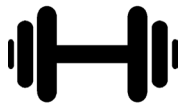


Lynx Athletics | 217-735-7300 | Lincoln Center

HOURS: Monday - Thursday, 8:00 a.m. - 5:00 p.m. | Friday, 8:00 a.m. - 4:00 p.m.

# CAMPUS RECREATION

Campus Recreation provides facilities, equipment, programs and activities for the campus community in self-directed as well as organized recreational pursuits.



- SCOTT JOSLIN FITNESS CENTER
  - Wide array of cardio and strength training equipment
  - Multi-purpose fitness studio
- SCULLY NATATORIUM
  - Aquatic center with six lap lanes and high and low dives
  - Athletic weight room with a wide array of free weights
- DAVIDSON-SHEFFER GYMNASIUM
  - A one-court/multi-purpose gymnasium for basketball, volleyball, floor hockey, pickle ball, badminton and other activities
- OUTDOORS
  - Two-lighted half-court basketball courts
  - Lighted sand volleyball court
  - Soccer Golf
  - Open field play area

**INTRAMURAL SPORTS**  
A comprehensive schedule of intramural sports includes team sports leagues, individual sports tournaments, and one-day special events and meets. Put your own team together or join up with your residence hall or student organization for fun structured competition.



Campus Recreation | 217-735-7265 | Lincoln Center

HOURS: Monday - Thursday, 8:00 a.m. - 5:00 p.m. | Friday, 8:00 a.m. - 4:00 p.m.

FINE ARTS

You don't have to be a fine arts major to get involved with the theater. Students at large can get involved as an actor, designer, or crew member in any one of the 4 productions (2 per semester) the Johnston Center for the Performing Arts puts on each year. Productions range in style from ancient Greek to Contemporary Comedy, and musicals are produced every other year.



89X WLNX RADIO STATION

WLNX-FM 89X is more than a typical college radio station. Students become involved immediately upon arrival and broadcast to both a local and national listening audience.

By working at WLNX, students gain hands-on experience and knowledge in several different areas of radio, such as:

- Field Reporting
- Newscasting
- On-Air personality
- Play-by-play announcing
- Production



WLNX houses three modern studios with industry standard software and hardware applications. WLNX is also the home to LIVE student broadcasts of Lincoln College men's and women's athletics and other select events, giving students the opportunity to announce and produce LIVE broadcasts.

DOWNLOAD THE iHEART RADIO APP AND LISTEN IN FROM ANYWHERE



LCTV CHANNEL 5

LCTV is a student run television station at Lincoln College. Locally, students and citizens of Lincoln, IL can tune in on Comcast Channel 5. You can also view sports and other programming on LCTV's YouTube Channel. Students interested in television production can gain experience working with state-of-the-art equipment and studio.



CREEKSIDER  
LINCOLNCOLLEGE.EDU/WELCOME/CAMPBELL-CREEKSIDE-CENTER

Creekside, Lincoln College’s Outdoor Center for Environmental Education, is an innovative 104-acre educational site recognized by the scientific community for its biological diversity and geological and archeological significance. The Center features a lecture pavilion, insectarium, greenhouse, restored tall grass prairie, native gardens, demonstration pond, counsel ring fire pit, solar and wind energy developments, storm water management and rain garden, nature trails and access to Sugar Creek.

In addition to being used for Lincoln College science curriculum, Creekside is available to area educators for teaching students of all ages about land use, environmental science and conservation, research projects, and to the general public for walking and recreation.

Creekside has free parking and portable restroom facilities. Boardwalks and sidewalks make the site accessible.



WOOLY MAMMOTH DISCOVERY

In 2005, Lincoln College student Judd McCullum discovered Illinois’ largest woolly mammoth fossil, large tusk and parts of another tusk, during a Lincoln College Environmental Biology field trip to Sugar Creek. The tusk is on permanent display at the McKinstry Memorial Library. In 2006, Professor Dennis Campbell discovered a woolly mammoth tooth at the site. This tooth, the previous tusk, and additional material found in 2009 are carbon-14 dated to 11,500 years ago, making this mammoth one of the last woolly mammoths on Earth.



DIRECTIONS

Creekside is located along Sugar Creek, about five miles north of Lincoln at 1234 County Road 2000N. Directions: From I-55 take exit 133 toward Lincoln. Turn left onto North Lincoln Parkway and travel three miles. Turn right on 1250th Ave. (Nicholson Road) and travel 3.1 miles (passing over I-55, past the Epperson Subdivision and over Kickapoo Creek). Turn left on 2000th St. (the second left after Kickapoo Creek) and travel about half a mile. Turn right onto the gravel road marked Small-Edwards Trace that leads to Creekside.

PEOPLE OF THE PAST BOARDWALK

A key feature of Creekside is the “People of the Past Boardwalk” project which is an accessible interpretive trail to transport visitors hundreds of years into the past. As persons walk along the boardwalk, they also walk back in time from the present. The first phase of the project showcases pioneer and Kickapoo and Mississippi Native American cultures. Eventually, the boardwalk will extend back to the era of the woolly mammoth. Currently the boardwalk extends to the Wibben Overlook that gives visitors an elevated vantage point to view Sugar Creek.

