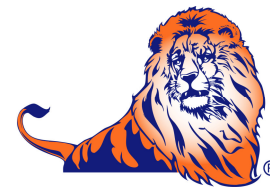


LINCOLN LEDGER

THE LINCOLN UNIVERSITY GRADUATE CENTER



VOL. FALL 2009 (091S)

DECEMBER 6 - 12, 2009

WEEK 15



**Happy Holidays
from the Faculty and Staff of the
Lincoln University Graduate Programs!**

IMPORTANT MESSAGE FROM DR. GLADYS J. WILLIS

The Dean of Humanities and Graduate Studies has designated the first day of class (January 2, 2009) as a reading/study day for students enrolled in the Master of Human Services Program. Classes will not meet at the Graduate Center, but students are expected to complete their assignments for that class and are to be prepared to discuss the material the following week. Readings/Assignments for Comp II students will be found on WebCT for each class and students are expected to have completed the assignments before coming to the Graduate Center for class on January 9, 2010 (Week 2 of the Spring 2010 Semester). For Competency V students, the first day of class (January 2, 2010) has been designated as a study day. Topics to be studied will be posted on WebCT, under the relevant dimensions as well as the testing schedule, and students are expected to return on January 9, 2010, prepared to begin the first phase of the comprehensive exams. The first week of field classes will meet as scheduled during the week of January 4, 2010.

URGENT: ALL GRADUATE STUDENTS!



To ensure that you receive your textbooks by the first day of the spring 2010 semester (Saturday, January 2, 2010), please order your textbooks through Lincoln University's Bookstore As Soon As Possible! Orders received after Friday, December 18, 2009 **WILL NOT** be processed until Monday, January 4, 2009. **Please make note!!!**

ATT: The Graduate Class of 2010 Kenté and Announcements Orders



Students in the Graduate Class of 2010 should see Administrative Staff in Room 415 to finalize payment for Kenté and Announcements! Payment is **DUE** no later than Saturday, December 12th. **Please give this matter your immediate attention!!**

ATT: ALL GRADUATE STUDENTS! Spring 2010 Start-Up Packets

- Spring 2010 Start-Up Packets will be available Saturday, December 12th for MHS and Pre-Master's students. (If you have not submitted your Spring 2010 Registration Form, you **WILL NOT** receive your Start-Up Packet.) **Please submit your Registration Form ASAP.**
- Spring 2010 Start-Up Packets for students in the MED, MSA and MSR Programs will be mailed the week of December 14th. Please notify the Office of Graduate Student Services if you **are not** in receipt of your packet by Monday, December 21st!

ATTENTION: GRADUATE FAMILY!!!

The Graduate Center will be closed during the Holiday Season. If you are faculty or staff and will require access to the building or the computer labs, you must use your Lincoln University ID card to enter the floor as the doors will require your ID for entrance. Please note the posted scheduled for hours of operation during the Holiday Season or request a schedule from Administrative Staff in room 415. Thank you in advance for your cooperation!

Congratulations Ms. Charlena Young Recipient of the Amtrak Travel Scholarship

Ms. Charlena Young, PMHS student, was selected as a recipient of the Amtrak Travel Scholarship. Amtrak has partnered with the United Negro College Fund to provide travel awards (valued at \$750) for selected students attending targeted Historically Black Colleges and Universities (HBCU) across the country. Ms. Young represent UNCF and Lincoln University as an "Amtrak Scholar." She will have the opportunity to travel to any destination serviced by Amtrak during the period of November 2009 through November 2010. Congratulations Ms. Young as being the recipient of the Amtrak Travel Scholarship.

MODIFIED CLASS SCHEDULE

for

SATURDAY, DECEMBER 12, 2009

PRE-MASTER'S

FIRST PERIOD	9:00 a.m. – 9:45 a.m.
SECOND PERIOD	9:50 a.m. – 10:35 a.m.
THIRD PERIOD	10:40 a.m. – 11:25 p.m.
FOURTH PERIOD	11:30 a.m. – 12:15 p.m.

COMPETENCY UNIT I

FIRST PERIOD	9:00 a.m. – 10:00 a.m.
SECOND PERIOD	10:05 a.m. – 11:05 a.m.
THIRD PERIOD	11:10 a.m. – 12:10 p.m.

COMPETENCY UNIT IV

FIRST PERIOD	9:00 a.m. – 10:00 a.m.
SECOND PERIOD	10:05 a.m. – 11:05 a.m.
THIRD PERIOD	11:10 a.m. – 12:10 p.m.

MSA STUDENTS

Individual faculty will communicate the schedule for Saturday, December 12, 2009 with each MSA class.

IMPORTANT DATES FOR FALL 2009

December 12th	Last Day of Classes (MHS and MSA Programs)
January 2nd	Classes Begin (MHS, MSA and Pre-Master's)
January 4th	Classes Begin (MED and MSR Programs)

IMPORTANT NOTICE TO ALL GRADUATE STUDENTS FOR POLICY ON INCOMPLETE GRADES

Students may request an Incomplete (I) grade ONLY if there is verification of illness (personal and/or family), death in the family, or some other extenuating circumstance that has prohibited the student from completing the course work and/or taking the final exam. These extenuating circumstances (emergencies) can occur towards the end of the semester when the W (withdraw) grade is no longer an option. To address an extenuating situation, the Incomplete Policy serves to remedy the matter.

The following requirements must be satisfied in order to be eligible for the Incomplete grade(s):

- ✓ student has attended at least 80% of the classes for the semester in question;
- ✓ student has completed at least 50% of the assignments and quizzes for the semester; and
- ✓ student has a passing grade for the 50% of work and quizzes that have been completed.

The important thing to remember is: a student is not eligible for the incomplete grade unless he/she has attended 12 of the 15 classes by the end of the semester; the student has submitted/earned passing grades for 50% of the required assignments for the semester; the student has completed/passed 50% of the quizzes for the semester; **and the Student MUST SUBMIT documentation to warrant the request for the Incomplete grade(s)! NO DOCUMENTATION – NO INCOMPLETE! NO EXCEPTIONS!**

Any MHS Student with DOCUMENTATION for an Incomplete must see the following Faculty:

CU I Students must see Dr. Vivian Price (Room 460) on Saturday, December 12th between 11:10am – 12:10am

CU IV Students must see Dr. Virginia Smith (Room 458) on Saturday, December 12th between 10:05am – 11:05am

ATT: ALL GRADUATE STUDENTS!! USE YOUR LINCOLN UNIVERSITY EMAIL!!!

Effective for Spring 2010, please note that administrative offices at the University will only communicate to students via their Lincoln University email address. Your Lincoln University student email is the most expeditious way to communicate with our graduate students and will be enforced by all administrative offices on the main campus. PLEASE NOTE: YOUR EMAILS WILL ONLY BE ADDRESSED USING THE LINCOLN UNIVERSITY EMAIL SYSTEM! NO EXCEPTIONS!

To access your Lincoln University email, follow the instructions below:

Your email address is your first name and your last name separated by a dot. Dashes and apostrophes are removed, as are suffixes (Jr., III, IV etc.) Here is an example: John Doe would be: john.doe@lincoln.edu

Lincoln University uses Microsoft Exchange as its mail system, and has Outlook Web Access for accessing email. To use this service, type <https://mail.lincoln.edu> which will give you a screen prompt for a user name and password. This email system allows you to send and receive mail using the University's global email address list, file messages in folders, and maintain a personal calendar. All of your email is stored centrally, so you can access mail from any computer.

Your username is the same as your email address and your password is your full social security number without spaces or dashes. If you are asked to enter a "domain" with your username, type in *main-campus*. Here is an example:

Username: john.doe

Password: 123456789

Please enter a domain: main-campus

Additional questions may be directed to the Lincoln University IT Help Desk at 484.365.8134 or go to www.lincoln.edu/it.

ATTENTION: ALL GRADUATE STUDENTS!!

Effective immediately, Book Vouchers for the spring 2010 semester will be available for processing. Please follow the instructions carefully and remember that completing the Book Voucher Request Form (BVRF) is ONLY the first-step in the process! Upon submitting the Voucher to the Office of the Bursar for approval, students must go online to order their books! (Please refer to the detailed instructions cited on the Book Voucher.) The Book Voucher is exclusive to students who have been awarded financial aid for the academic year 2009-2010! Students who are not financial-aid recipients can order online with the University Bookstore by using American Express, Discover, MasterCard or Visa. The Spring 2010 Booklist for Graduate Programs is now available for your convenience! Questions/Concerns? Please do not hesitate to call us at 484.365.8123 or email Jernice at jlea@lincoln.edu.

Important Note: Even though used texts may be available, to avoid unnecessary delays, it is in your best interest to request new books and request an amount greater than the listed new-book charge as prices fluctuate! The bookstore will automatically sell used books first based on availability! Remember to overestimate the requested amount as it will prevent unnecessary delays. Please note that monies over-and-above what is being used will be credited to your student account. **URGENT NOTICE: Book Vouchers not processed before Friday, December 18, 2009 will run the risk of a shipment delivery date after Saturday, January 9, 2010. Don't forget to submit your BVRF and on-line book order before December 18th!**

THE GRADUATE PROGRAMS NEED YOUR HELP!! APPLICATIONS ARE AVAILABLE!!

Recruitment for The Graduate Class of 2012 is well underway. If you have friends, co-workers or family members who might be interested in one of our graduate programs, please pass their names on to the appropriate personnel or ask them to visit our website at www.lincoln.edu. Both program information and the application for admission are available via the website. Please note that The Graduate Admissions Team will make on-site presentations as well! Contact any of the available personnel listed below for additional information!

Hakim Ali, '01 (Assistant Director for Graduate Admissions) • (C) 412.812.0236 • (W) 215.590.8239 • Email: hali@lincoln.edu

Rodney Bradley, '09 (Graduate Recruiter, MED, MSR, & MSA) • (C) 215.872.4684 • (W) 215.590.8239 • Email: rbradley@lincoln.edu

Shirley Quillin (Graduate Admissions Manager) • (W) 484.365.8123 • Email: quillin@lincoln.edu

Dr. Oswald H. Richards (Chair, MSA Program) • (W) 484.365.7377 • Email: orichards@lincoln.edu

Dr. Admasu Tucho (Graduate Coordinator for MED and MSR Programs) • (W) 215.590.8223 • Email: atucho@lincoln.edu