**COMPRESSED SCHEDULE**

Monday – Thursday football players will eat in the dining hall from 8:30 am – 9 am. All other dorm students – the café will open at 9 am.

Friday – All dorm students – the café will open at 9 am.

If College closes after classes are in session Monday – Thursday, the cafeteria will remain open for one hour after the official closing time for the students/staff to eat. At the conclusion of that hour the cafeteria will be closed then the football players will eat in the dining hall.

If college closes after classes are in session on Friday, the cafeteria will remain open for one hour after the official closing time for the students/staff to eat.

***Effective immediately, there will be no food service on holidays or any scheduled closings of the College. In the event of College closings due to weather conditions, food service will follow the following:***

**COLLEGE CLOSED DUE TO SNOW** – All dorm students will eat in the cafeteria – 12 noon – 3 pm.

**THE CAFETERIA WILL BE CLOSED ON THE FOLLOWING DAYS:**

- September 2, 2013 in observance of Labor Day
- October 14, 2013 in observance of Columbus Day
- November 11, 2013 in observance of Veteran’s Day
- November 27 – December 1, 2013 in observance of Thanksgiving
- December 23 - 31, 2013 in observance of Christmas break
- January 1 - 3, 2014 in observance of the New Year’s Holiday
- January 20, 2014 in observance of Martin Luther King Day
- February 17, 2014 in observance of Presidents’ Day
- April 18 - 21, 2014 for Spring Recess
- April 21, 2014 Cafeteria open on from 12:00 – 2:00pm only
- May 26, 2014 in observance of Memorial Day

**STUDENT INFORMATION**

Any changes in a student's personal information, such as name, address, etc., must be submitted to the Registrar's Office on a **COMPUTER CHANGE FORM**. This will insure that the student’s records are properly updated. Legal documentation is required in order to process a change of name.

**STUDENT INFORMATION POLICY**

Annually, Lackawanna College informs students of The Family Educational Rights and Privacy Act of 1974. This act, with which the institution complies fully, was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file
complaints with The Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the act.

A directory of educational records maintained on students in this institution is available at the Registrar's Office located on the first floor of the main campus.

Questions concerning The Family Educational Rights and Privacy Act may be referred to the Registrar.

Notification of Rights Under The Family Educational Rights and Privacy Act of 1974 as Amended

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's educational records within 45 days of the day the College receives a request for the access.

   A student should submit to the Registrar, Vice President for Academic Affairs, Academic Division Chair or other appropriate official a written request that identifies the record(s) he/she wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the College official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's educational records whenever the student believes they are inaccurate or misleading.

   Students may ask the College to amend the records that they believe are inaccurate or misleading. They should write the College official responsible for the record, clearly identifying the part of the record they want to change and specifying why it is inaccurate or misleading.

   If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when he or she is notified of the right to a hearing.

3. The right to refuse disclosure of personally identifiable information contained in the student's education records except to the extent that FERPA authorizes disclosure without consent.

   One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting a school official in performing his or her tasks.

   A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Lackawanna College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
Directory Information
Lackawanna College hereby designates the following categories of student information as public or "Directory Information." The institution may disclose such information for any purpose at its discretion:

Category I: Name, address, telephone number, dates of attendance, class.

Category II: Previous institution(s) attended, major field of study, awards, honors, degree(s) conferred (including dates).

Currently enrolled students may withhold disclosure of any category of information under The Family Educational Rights and Privacy Act of 1974. To withhold disclosure, students must file written notification in the Registrar's Office. Forms requesting the withholding of Directory Information are available in the Registrar's Office.

Lackawanna College assumes that failure on the part of any student to specifically request the withholding of categories of Directory Information indicates approval for disclosure.

Lackawanna College students may be assured that even with their permission, Directory Information is disclosed only on rare occasions. The policy of Lackawanna College allows the disclosure of such information to non-institutional personnel only for serious reasons and at the discretion of the person responsible for the student record involved.

Notification of Parent or Guardian
The College encourages students to communicate on a regular basis with their parents or guardians. There are specific instances where the College reserves the option to notify a student’s parent or guardian for the benefits of the student’s wellbeing or educational progress. They are:

• The student, due to an illness or injury, is not able to make a decision regarding contacting his/her parents.
• The student is a potential threat to self or others.
• The student is transported to or admitted to a hospital or treatment center.
• The student is dismissed from the College.
• The student is arrested by the local or state authorities.
• The student is found in violation of the College alcohol or drug policy.

The decision to notify a parent or guardian will be at the discretion of the Dean of Students or the Director of Housing and Residence Life.

Student Right to Know Act
In compliance with the Student Right to Know Act, current re-enrollment rates, athletic graduation rates and campus security statistics are published and posted. Graduation rates are available in the Registrar's Office, Student Affairs Office and on the Lackawanna World Wide Web site at www.lackawanna.edu. Other rates are available through the corresponding departments.