

## Newman, Gail

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**From:** Newman, Gail  
**Sent:** Wednesday, March 19, 2014 4:43 PM  
**To:** LMC Student Services; Ma, Jennifer  
**Subject:** Electronic Ed Plan Training - April 4 - Save the Date!

Hi Everyone,

As announced earlier in the semester, a hands-on training session is planned for all Student Services staff \*, on the electronic education plan. This training is for everyone except our counselors\* who have already been through training, based on their roles in assisting students with the development of their ed plans. For everyone else, please plan on attending this workshop, on Friday, April 4, 2 – 4:00 pm. The location will be announced next week.

It is important that we all have a full understanding of how students and counselors will use the ed plans so we are able to address students' questions and explain the new requirements. As I am sure you all know, the educational plan is now required of all incoming students as part of the mandatory core services outlined in the Student Success & Support Plan (3SP). We need to all be on board with understanding these expectations and to do our parts in building student awareness.

April is just around the corner. Until then, enjoy this beautiful spring break!

Gail

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