

LETTER FROM THE PRESIDENT

Welcome to Lakeshore Technical College. We are excited to be a part of your future as you follow your career passion.

Here at LTC, our high-tech learning environment gets you to the career you want, giving you the opportunity to experience first-hand the same responsibilities and projects you'll find on the job. With a degree from LTC, not only will you have earned a college degree that matches employer demand, you'll be carrying a diploma that holds credibility with employers. Area employers want to hire LTC grads because our graduates are ready to start their careers knowing how to do their jobs.

But it takes more than powerful classroom experiences to get you ready for your future. It also takes the heart and know-how of LTC instructors. You'll find that your instructors are also supporters and mentors who will help you build on your strengths and overcome any challenges.

With our credit transfer program, your education doesn't have to stop when you graduate. You'll always have the option to advance in your career and expand your education by transferring your LTC credits to more than 30 universities.

We're proud of the fact that 90% of our graduates get jobs within 6 months and we are honored that you've chosen LTC as your college home. If there is ever anything I can do to help you, please let me know.

Thank you for being a part of the LTC community.



Michael A. Lanser, Ed.D.
President
michael.lanser@gotoltc.edu
(920) 693-1123

MISSION

To enrich lives and strengthen the economy by preparing a work force that is skilled, diverse, and flexible.

VISION

To meet the needs of the future with innovation and excellence.

ACCREDITATION AND AFFILIATION

Lakeshore Technical College is accredited by The Higher Learning Commission, a Commission of the North Central Association of Colleges and Schools. The Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL, 60604-1411; ncahlc.org; 312.263.0456.

HISTORY OF LTC

Lakeshore Technical College (LTC) is a public, nonprofit organization that was established in 1967 as the Lakeshore Vocational, Technical, and Adult Education School. The history of LTC dates back to 1911 when legislation was first enacted to create a state system of vocational schools. In 1912 the district's first vocational school was opened. The main campus in Cleveland opened in July, 1974. LTC is one of sixteen comprehensive post-secondary technical colleges in Wisconsin operating under the administration of the Wisconsin Technical College System (WTCS) and a local district board. Lakeshore Technical College has been accredited by the Higher Learning Commission, a Commission of the North Central Association of Colleges and Schools, since 1977.

EQUAL OPPORTUNITY ACCESS EMPLOYER/EDUCATOR

Lakeshore Technical College is committed to its legal, social, and economic responsibilities in the areas of equal opportunity, equal education, and affirmative action. Furthermore, equal opportunity and equal education are for all persons, regardless of race, color, creed, national origin, ancestry, religion, age, sex, sexual orientation, marital status, pregnancy, disability, arrest or conviction record, political affiliation, veteran status, genetic testing, service in the armed forces, and the use or nonuse of lawful products off the employer's premises during nonworking hours.

GENERAL INFORMATION

THE COLLEGE

Lakeshore Technical College (LTC) is a public, coeducational, vocational, technical, and adult education college which provides training for occupational preparation and upgrading.

CAREER TRAINING

Lakeshore Technical College offers more than 70 programs in the career areas of Agriculture, Apprenticeship, Automotive, Business, Computers/Electronics, Environmental, Health/Community Services, Legal, Manufacturing/Industrial as well as a variety of short-term learning opportunities.

TYPES OF EDUCATIONAL PROGRAMS AND OFFERINGS

Offerings include associate degree, technical diploma, apprenticeship, technical certificate, Adult Basic Education (ABE), High School Equivalency Diploma (HSED), General Educational Development (GED), special programs for business and industry and adult education.

Residents of the Lakeshore Technical College district have various educational needs, interests, and abilities. Therefore, LTC provides programs that are diverse and accessible. Learning opportunities are provided at various training levels. Classes are offered during the day, evening, and weekends. Classes are also offered face-to-face, online, blended and using other flexible learning formats. Many general education and occupational classes are also included in the part-time adult and continuing education offerings.

ASSOCIATE DEGREE PROGRAMS

Applied science associate degree programs consist of classes designed to provide the knowledge, and skills necessary to function at a technician or mid management level. Each program is approved by the Wisconsin Technical College System Board. An associate degree program consists of 60 to 70 credits.

TECHNICAL DIPLOMA PROGRAMS

Technical diploma programs are approved by the Wisconsin Technical College System Board and are focused on skills-type job performance with an emphasis on hands-on experience. Technical diploma programs place major emphasis on the development of skills necessary for job-entry positions in the workplace. A technical program consists of 2 to 70 credits.

TECHNICAL CERTIFICATE PROGRAMS

Technical certificate programs are approved by the Lakeshore Technical College District Board and consist of classes necessary to function in a specific job area.

COMMUNITY EDUCATION

Community education classes are offered at nine centers in the district. These offerings enable students to:

- Complete some required program courses.
- Improve job related skills.
- Prepare for new and challenging careers.
- Learn new skills to maintain present employment or to advance to a new position.

WORKFORCE SOLUTIONS

Workforce Solutions program are offered to people employed in an occupation who seek to update skills and improve knowledge relative to their present position. LTC training directors work closely with leaders of business, industry, trade, and labor to develop customized training based on organizational needs.

APPRENTICESHIP PROGRAMS

The apprenticeship training offered by LTC is approved by the Wisconsin Technical College System Board and is under the jurisdiction of the Bureau of Apprenticeship Standards, Department of Workforce Development. All apprentices must be employed and have a training contract under the provisions of the Wisconsin state apprenticeship statutes. Depending on the trade, training will vary from two to five years, which includes attending school for 288 to 1,296 hours of paid related training. In addition, apprenticeship committees and employers may require the apprentice to take additional classes at night on his or her own time. These classes are specified and are directly related to the trade.

GENERAL EDUCATION CLASSES

General Education classes in communication, behavioral science, social science, mathematics, and science help to develop communication, interaction, and problem-solving skills necessary to deal successfully with ideas, people, and processes. These classes compliment and facilitate occupational preparation and help develop important career and life skills that enable the student to cope productively with inevitable changes throughout life.

LAKESHORE TECHNICAL COLLEGE CREDIT DETERMINATION

A credit is a measure of student effort and learning which is represented by "potential hours of instruction." LTC adheres to the Wisconsin Technical College System definitions and guidelines based on the Carnegie unit of credit.

GUARANTEED RETRAINING GRADUATE-EMPLOYER

A graduate of an associate degree or technical diploma program who is a resident of this state is exempt from the fees for up to six credits within the same occupational program for which the degree or diploma was awarded if the graduate applies for the exemption within six months of graduation and either of the following applies:

- Within 90 days after initial employment, the employer certifies that the graduate lacks entry-level job skills and specifies the deficient areas.

-OR

- The graduate certifies that all of the following apply:
 - Has not secured employment in the occupational field of the degree or diploma.
 - Has actively pursued employment in that occupational field.
 - Has not refused employment in that field or a related field.
 - Has actively sought the assistance of LTC Career Placement Services.

A student development team may be utilized to provide support for the returning graduate and employer if applicable, to assist in determining the graduate's instruction and support service requirements. For additional information, contact LTC Career Placement Services.

ADVISORY COMMITTEES

In conjunction with the mission, vision, LTC District Board Ends Statements, and strategic priorities of Lakeshore Technical College, advisory committees:

- Assist the district in setting a vision for the program.
- Maintain relevant instruction.
- Foster adoption of current technology.
- Represent local needs.
- Define the technical knowledge needed by instructors and staff.
- Identify continuing education training needs.
- Represent workers, supervisors, labor, and management of targeted job areas.

ACCREDITATION

Lakeshore Technical College is accredited through the Academic Quality Improvement Program (AQIP) of the Higher Learning Commission; a Commission of the North Central Association of Colleges and Schools. The Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1411; ncahlc.org; 312.263.0456.

AFFILIATION

Lakeshore Technical College is one of sixteen Colleges in the Wisconsin Technical College System.

STUDENT LIFE

A variety of student activities are offered throughout the year, including program-related clubs, special entertainment programs, fitness opportunities, etc. Visit gotoltc.edu/current-students.

LOCATION

LTC is located in the Village of Cleveland, Wisconsin, halfway between the cities of Manitowoc and Sheboygan near Lake Michigan in east-central Wisconsin. The campus, easily reached by following Interstate-43 (Exit 137), is 60 miles north of Milwaukee and 50 miles south of Green Bay.

CALENDAR

Two 15-week semesters, one 10-week summer session and one 3-week January Winterim are offered. Selected programs are offered at other dates. A midterm (December) and spring (May) graduation are held on campus.

STUDENT SERVICES

Student Services provides a variety of direct services. These services are organized under the following functional titles-Admissions; Advising (Career/Program); Diversity Services; Disability Services; Financial Aid; Testing Services; Student Billing; Career Placement Services; Student Records; and High School Relations.

ADMISSIONS

If you're looking to earn an associate degree, technical diploma, or certificate at LTC, apply for Admission in 4 easy steps.

1. CHOOSE YOUR PROGRAM

LTC offers over 70 programs - each designed to prepare you for your future career. Many of our programs also transfer to advanced degree programs, keeping your options wide open for additional degrees or credentials. Explore our programs online at gotoltc.edu/academics or attend an upcoming event to find the right program for you.

2. COMPLETE YOUR APPLICATION

Online

You can submit your application online and pay the \$30 program application fee with your credit card through the Lakeshore Technical College secure site. The application will allow you to select your LTC program.

Paper

You can submit your paper application in person or through the mail. The application can be found at gotoltc.edu/how-to-apply. Print, complete and return the application form with the \$30 program application fee.

Lakeshore Technical College

Attention: Admissions

1290 North Avenue
Cleveland, WI 53015

In-Person

You are welcome to complete your application at our campus locations in Cleveland, Manitowoc or Sheboygan. For campus hours visit gotoltc.edu/about-us.

3. SUBMIT YOUR TRANSCRIPTS

Request that all transcripts from any academic/military institutions be submitted to LTC's admissions office. Most institutions will have a transcript request form on their website.

4. COMPLETE ANY ADDITIONAL REQUIREMENTS

Depending on the program you choose, there may be additional requirements to complete the admissions process. Follow the admissions steps for your program for more information about what's needed.

Once you've completed your application and are waiting to take the next steps, the following items can be completed.

- Watch your mailbox for your admissions letter.
- Schedule your placement assessment at 920.693.1184 (LTC accepts ACT and Accuplacer)
- Schedule your Program Advising session.
- Complete any other requirements for your program.
- Apply for Financial Aid.
- Activate your MyLTC account.
- Learn about transferring any college credit you may have already earned.
- Check your new student email account.
- Join LTC on Facebook.
- Attend orientation event.
- Register for classes.

INTERNATIONAL STUDENTS

LTC is authorized under SEVIS to enroll international students. Potential students should follow the enrollment policies listed below:

Procedure for International Students Who Apply and Request an I-20 for Post-high Programs at LTC:

- Complete and submit the technical college application and pay the \$30 application fee (U.S. dollars). This is available on our website at gotoltc.edu.
- Submit a high school transcript and transcripts of post-high school work (English translations must be submitted by an approved evaluation agency).
- Submit proof of English language proficiency for writing, reading, speaking, and listening skills by providing a copy of an official TOEFL (Test of English as a Foreign Language) or by completing this exam at an official test center in the United States or home country. Minimum acceptable score is 550. TOEFL computer-based is 213. TOEFL-IBT is 79-80. TOEFL is not required for applicants whose native language is English.
- After receiving these documents, the student will complete ACT or ACCUPLACER to determine eligibility for program admission.
- Provide to LTC written proof of adequate financial resources for period of study to pay for tuition, room and board, transportation, and any other financial responsibilities that the student may encounter.
- Submit all other enrollments requirements and forms as required by program to LTC Student Services.
- Pay the \$200 processing fee to the Student and Exchange Visitors Program. Students have the option to pay this fee with a check by mail or with a credit card via the internet.
- Direct all correspondence and questions to Don Geiger, 920.693.1378, or Jenny Beltran, 920.693.1127.

TESTING SERVICES

A wide variety of testing is provided including ACCUPLACER-LTC's placement assessment; GED/HSED testing; test-outs for Microsoft Office products and keyboarding; CLEP (College Level Examination Program) credit by examination; HESI nursing exams; and proctored instructional testing. Students should contact Testing Services at 920.693.1184 or testing@gotoltc.edu for information, testing site options and scheduling.

TESTING PROCEDURES

- MUST have photo ID with full name and picture.
- The number of testing stations is limited at each site.
- Cell phones, electronic devices and personal items are not allowed. Lockers are available in Cleveland and Manitowoc.
- Scratch paper and pencils are supplied. Calculators are available if allowed. **All must be returned to the proctor when finished.** Personal calculators must be approved.
- Beverages are allowed in closed containers and kept on the floor. Snacks are not allowed.
- You may not leave for breaks after the test has started.
- Only testers are allowed in the testing areas.
- **MUST be finished by closing time. Please plan your time accordingly.**
- Computers are reserved for test purposes only and not available for study, internet access or printing.
- If testing on a computer, no other applications or websites are to be open.
- Testing rooms may be under camera surveillance and recording.
- Violations will be reported to your instructor or the Testing Services Manager.

Direct testing questions to 920.693.1184 or testing@gotoltc.edu.

ADVANCED STANDING BY TEST-OUT

Successful advanced standing by test-out requests receive tuition reimbursement based upon the refund policy. Additional information on refunds is available on the LTC website: gotoltc.edu/how-to-apply. For a list of LTC course test-outs, contact Testing Services at 920-693-1184 or visit gotoltc.edu/testingservices.

Students have the opportunity to earn advanced standing for courses providing a test out option for credit. Students seeking advanced standing in classes they want to enroll in or are enrolled in need to complete testing out of the class **within 14 days of the official academic calendar term start date in order to receive a full class refund.** Please note courses with credits earned through a challenge test are not eligible for financial aid. The student does not have to be enrolled in the course to challenge test.

If the student chooses to test out of a currently enrolled class after 14 days beyond the official academic calendar term start date, any refund due to the student will follow WTCS refund policy for that particular class. (See class refund policy pg. 15)

STUDENT SERVICES

Student Services is designed to streamline customer service for a multitude of student transactions. Staff is available from 7:30 a.m. to 6:00 p.m. Monday through Thursday and 7:30 a.m. to 3:30 p.m. Fridays. Students can visit Student Services for the following items or services:

- Receive general information
- Register for classes
- Make payments
- Submit admission application form and pay admission application fee
- Obtain financial aid forms
- Obtain unofficial transcript
- Schedule appointments with counselors/academic advisors, admissions, and Student Services Director
- Obtain student photo ID card
- Rent student lockers
- Sign up for student activities and promotional events and purchase event and movie tickets
- Obtain parking permits
- Obtain emergency cards
- Pick up and drop off club and bookstore items
- Drop off and pick up lost and found items

FEES

The fee structure is established and approved through the Wisconsin Technical College System Administration and Board. Payment of fees is required to complete the admission and preregistration process.

- Application Fee-A \$30 nonrefundable payment submitted with completed application for technical diploma and associate degree.
- Program Fee-A program fee will be charged for all credit classes. Vocational apprenticeship classes will be charged for each credit equivalent. The program fee is to cover registration, class, and lab fees.
- Supplemental Fee-A supplemental fee is charged to part-and full-time students taking credit classes. These monies help support graduation, Student Employment Service, Health Service, Student Government Association, clubs, student leadership and development activities, and student cultural and social events.
- GOAL and 38.14 contracts are exempt from paying the supplemental fee.
- GOAL fee: There is a \$20 fee each semester to enroll in an unlimited number of Basic Skills courses in the GOAL labs.
- Appointment Fee for Test outs – A student may attempt to test-out of certain classes by taking an examination. The cost is \$15/testout. College Level Examination Program (CLEP) test-outs are \$105.
- Test out credits – After successfully testing out of a class, a student may purchase the credit(s) to appear on their transcript. The cost is \$20/credit.
- ACCUPLACER Fee – Students required to take LTC's entrance assessment, ACCUPLACER, will be charged \$20. Retests are \$10. Students can take the test two times in three years.
- HESI Fee – Associate Degree Nursing and Licensed Practical Nursing students are required to take exam and the cost is \$35.
- World of Work Career Assessment – This assessment can aid in career selection. The cost of \$35 includes the assessment and a follow-up appointment with an LTC counselor to interpretation of the results.
- Malpractice Insurance-This is required of students involved in all health occupations programs and specific home economics and trade and industry programs.
- Background Information Disclosure-This is a \$16 fee required of students involved in identified programs.
- LTC College Transcript Requests - Official transcripts - \$7.50 per transcript; Request through My LTC. Unofficial transcripts – No fee; a. Request through My LTC b. Mail request to LTC, Attention Records, 1290 North Avenue, Cleveland, WI 53015 c. Fax request to 920-693-3561, Attention Records d. Stop by Student Services and ask for Records
- GED/HSED Transcript Requests – GED/HSED Transcripts and Credentials must be requested at the State of Wisconsin Department of Public Instruction (official bearer of the record) by calling 800-768-8886 or www.ged-hsed.dpi.wi.gov.
- Accuplacer Test Result Transcript Requests (for use at other colleges): A \$7.50 fee is charged for transcripts in writing: in person, by mail, by email or by fax. Contact Testing Services at (920) 693-1184 or testing@gotoltc.edu. Transcripts are mailed within 48 hours. Accuplacer test results are not available to be printed from MyLTC.
- A \$10 per credit fee is added to the tuition cost of on-line courses.

STUDENT MANDATORY ACCIDENT INSURANCE

All students enrolled in program courses will automatically be enrolled in the mandatory student accident insurance program. This provides \$50,000 of coverage at 100% if a student is injured in an accident while in the classroom, lab, clinical or intern site. The student is also covered while participating in any college or club sponsored event, and while during to and from class or clinical/intern site. Students enrolled in distance learning, on-line, basic skills, or adult and continuing education courses would not be covered. The cost for this insurance is \$6.00 per student/per term and will be added to the students account.

PAYMENT FOR CLASSES

LTC payment methods include cash, check/money order, credit card (Visa or MasterCard), a completed Financial Aid Award, a third-party authorization or by the LTC payment plan. Refer to MyLTC for detailed payment plan options and dates.

Students who expect to have expenses paid by an agency such as the Workforce Investment Act (WIA), Trade Adjustment Act (TAA), Veterans Benefits, or Department of Vocational Rehabilitation should bring a letter of authorization stating the course or courses approved for payment, and which items will be paid when the student registers or complete an Agency Payment Agreement if funding is pending. Students who have not been awarded financial aid from LTC's Financial Aid Office and elect to sign a payment plan agreement must follow the payment plan guidelines and pay a nonrefundable participation fee at the time of signing up for the payment plan unless the student chooses the auto-withdrawal option for payment.

Any unpaid balance is the responsibility of the student. It is the student's responsibility to ensure that all applicable financial aid, third-party payments and other outside payments are applied to their account as expected. Balances not paid by the due date are subject to:

- A late payment fee of \$24.00 for failure to pay by the due date
- Referral to an outside collection agency and collection costs, and to the Tax Refund Intercept Program
- The withholding of transcripts, grades, diploma, etc.

Students are expected to check their LTC email for important billing information. Paper bills will only be mailed out quarterly.

FULL-TIME STATUS

Students are considered full-time if they are taking 12 or more credits each semester. However, it should be emphasized that in order to complete a degree program in two years, students should take 16 to 18 credits each semester.

FINANCIAL ASSISTANCE

Financial Aid

An extensive program of financial aid is available for students attending LTC. The Financial Aid Office is located in the Student Services area. See the Financial Aid staff for help in applying for financial aid. Most programs are approved for funding by the U.S. Department of Education. Grants, loans, and work-study jobs are available to qualified applicants based on financial need. A Free Application for Federal Student Aid (FAFSA) must be completed.

"The definition of an academic year for purposes of distributing financial aid funds is 30 weeks of instruction and 24 semester credit hours. The academic year consists of a fall term and a spring term. During the fall term, a fall break will occur during Thanksgiving week. During the spring term, the third week in March will be spring break. A summer term is also available which is 10 weeks in length. During the summer term, a summer break of a week's length will occur the week when July 4th occurs."

Students wishing to receive financial aid must complete a Free Application for Federal Student Aid (FAFSA) every academic year at www.fafsa.gov as well as complete additional LTC Financial Aid forms and provide documentation as necessary.

Generally a student must meet the following eligibility criteria to receive financial aid: be admitted to an eligible degree-seeking program at LTC; be a citizen, permanent resident of the United States, or other eligible non-citizen as detailed at www.fafsa.gov; have a FAFSA with a successful citizenship match (by the Social Security Administration for U.S. citizens or the United States Citizenship and Immigration Services in the Department of Homeland Security for eligible non-citizens); maintain satisfactory academic progress (SAP) according to the SAP policy; be in compliance with Selective Service Registration; have a high school diploma, HSED, or GED; be enrolled at least half-time for federal and state funded financial aid programs (those less than half-time may only be eligible for the Federal Pell grant); resolve any drug conviction issues; complete all required documents to complete a financial aid file; only take coursework necessary for the program being pursued; and complete any necessary applicable loan requirements.

The following are need-based awards offered to LTC students: Federal Pell Grant; Federal Supplemental Education Opportunity Grant (SEOG); Direct Subsidized Student Loan; Federal Work-Study; Wisconsin Grant; Talent Incentive Program grant (TIP); Minority Retention Grant; Fund for Wisconsin Scholars; Bureau of Indian Affairs grant; Wisconsin Indian Assistance Grant; and the Dreamkeeper's Grant.

The following are non-need based awards offered to eligible LTC students: Direct Unsubsidized Student Loan; Additional Unsubsidized Student Loan; Parent Plus Loan; Wisconsin Technical Excellence Scholarship; Wisconsin Covenant Grant; Wisconsin Foundation Grant; and Wisconsin Academic Excellence Scholarship.

General disbursement policy is that funds are paid no sooner than three weeks into the academic term for fall and spring (summer term disbursed after July 1). To be eligible for disbursement a student must meet the general eligibility requirements listed above. When financial aid is applied, it is applied to your student account to pay for any existing charges. Any excess is released as a refund via a paper check or direct deposit as directed by the student.

Agency Assistance

Students who receive financial help through agencies such as the Bay Area Workforce Development, Division of Vocational Rehabilitation, etc., should contact the Student Billing staff in Student Services if they have questions. An authorization to charge from the agency is needed to charge tuition, books, fees, and supplies at the school. Some agency regulations require strict and regular attendance.

SATISFACTORY ACADEMIC PROGRESS

The U.S. Department of Education requires Lakeshore Technical College to establish satisfactory progress requirements for financial aid recipients. The department requires standards of progress to measure both qualitative (grade point average process) and pace (number of credits earned).

All undergraduate courses enrolled in will be figured in the calculation of standards regardless of whether the student received financial aid when enrolled in those courses. Students who withdraw from some or all of their courses will be assessed SAP based on all attempted credits. All credits attempted, including repeated courses, withdrawals, incompletes and remedial courses will be counted towards SAP.

Satisfactory Academic Progress will be calculated at the end of each academic semester. Students are expected to receive a cumulative grade point average (GPA) of at least 2.0 and complete at least 67 percent of their cumulative credits attempted to remain in good standing.

Pace measure is based on the cumulative number of program credits attempted, not to exceed 150 percent of credits required in the student's program. Students in excess of 150 percent may appeal and develop a maximum timeframe plan to continue financial aid eligibility.

Qualitative measure is based on a student's cumulative grade point average (GPA). Students must maintain a cumulative GPA of 2.0 to remain in good standing.

Quantitative measure is based on the cumulative satisfactory completion of cumulative attempted credits. Students must maintain a cumulative satisfactory percentage of completion of 66.67 percent or higher to remain in good standing.

Financial Aid Warning is when a student fails to meet either the pace or qualitative measure. The student is still eligible to receive financial aid while on warning.

Financial Aid Suspension is when a student fails to meet either the pace or qualitative measure after the warning period. Student is no longer eligible to receive financial aid unless the student submits an appeal. If the student fails to appeal or complete an academic plan, they will only regain financial aid eligibility once they reach a cumulative minimum 2.0 GPA and 67% cumulative attempted courses.

Financial Aid Probation is when the student has an approved appeal. This allows the student to receive another semester of financial aid.

Financial Aid Academic Plan is when the student has an approved academic plan. This allows the student to continue to receive so long as the academic plan requirements are followed. Students must meet cumulative satisfactory academic progress by term (versus cumulative) to remain in good standing.

LAKESHORE TECHNICAL COLLEGE FOUNDATION, INC. SCHOLARSHIPS

The LTC Foundation awards scholarships to assist students with the costs of tuition, fees, and books for both fall and spring semesters. Scholarships are available for financial need-based qualifications, merit-based qualifications, program-specific support and general student success. LTC Foundation scholarships are funded by charitable donations from local foundations, LTC staff, businesses, friends and alumni who elect to invest in their community by supporting technical education, the college, and its students.

LTC scholarship information can be found in the Advancement Office. Additional information and an online scholarship application form can be found on the LTC website.

NEW STUDENT ORIENTATION

New Student Orientation is recommended for all new program students. The sessions will be held prior to the start of the fall and spring semesters. At orientation, you will:

- Get a student photo ID card, parking permit, and emergency card
- Receive information and learn the location of relevant information and services that students may need in the future
- Increase comfort level for first day of classes at LTC
- Meet LTC staff, learn of their roles to help you reach your educational goal

REGISTRATION SCHEDULING SESSIONS

Students will be able to meet with academic advisors to plan their class schedules for the upcoming semester. These sessions will be held approximately six weeks prior to the end of the current semester. During these sessions, students will also be informed about payment options.

REGISTRATION

Students register online by accessing MyLTC from gotoltc.edu. User ID and password are required for access. Other registration options include in person, by telephone, by fax, or by mail.

The registration process has been summed up in these six easy steps.

1-IDENTIFY THE CLASSES YOU NEED

If you're a program student, your program information sheet includes the recommended sequence of courses you should take. Review course prerequisites and corequisites. To find out if a class you would like to take has a co/prerequisite, visit one of the following on the LTC website:

- Searchable Class Listing
- Course Descriptions from Areas of Study
- MyLTC Shopping Cart

For assistance choosing classes, we recommend that you speak with your Counselor or Academic Advisor. To meet with a Counselor or Academic Advisor, please call 1.888.468.6582, ext. 1109.

2-GET YOUR CLASS INFORMATION

You'll need some key information about each course for which you'd like to register including:

- Class Title
- Class Number or Catalog Number

You can easily obtain this information through our online *Find a Class* search feature, in an advertisement, or on the LTC website. Be sure to note this information on a piece of paper or download and print our *Registration Form* before going to the next step in the Registration process.

3-REGISTER

After you've confirmed your registration dates, there are 3 easy options to register for your LTC class(es):

- **Online Registration (Preferred)**
 - You will need to log-in to **MyLTC** with your student ID number and password. **Note:** *Mailings from Admissions contain your student ID number.* Online registration access is available 24/7
 - If you have forgotten your password, you can reset it at **MyLTC**
 - Internet Explorer is recommended for online registration
 - View *MyLTC informational brochure* at gotoltc.edu/current-students for additional information about **MyLTC**

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- **Phone Registration**
 - Hours: 7:30 a.m. to 6 p.m. Monday-Thursday; 7:30 a.m. to 3:30 p.m. Friday (Note: Waiting times will vary during peak registration times)
 - Call: 1.888.468.6582, extension 1366
- **In-Person**
 - Hours: 7:30 a.m. to 6 p.m. Monday-Thursday; 7:30 a.m. to 3:30 p.m. Friday
 - The Registration Desk is located in the lower level of the Lakeshore building in Student Services
 - For directions to LTC, visit gotoltc.edu/about-us.

4-PAY YOUR TUITION

Payment Options

- LTC accepts a variety of payment methods:
 - Cash, check, credit cards, money order and electronic funds transfer
 - Scholarships
 - Financial Aid
 - Employer/Agency funding. Authorization must be on file at time of registration, or an Agency Payment Agreement form must be completed. Forms are available in Student Services or at the LTC Cleveland campus.
 - Payment Plan
 - Employee Reimbursement Payment Agreement
- If you register on or after the stated tuition due date for a semester, payment of tuition and fees are due immediately

Past Due Fees

- Past due fees owed to LTC will result in a hold placed on your record prohibiting further services (i.e. enrollment, grades, diploma, certificate, transcript, etc). The hold will remain in effect until the financial obligation has been satisfied. LTC reserves the right to require up-front payment from a student that has had a prior outstanding financial balance.
- To view your account summary, visit **MyLTC** and click on "Student Center" and "Finances".
- Send communications to:
 - Lakeshore Technical College
Attn: Student Billing
1290 North Avenue
Cleveland, WI 53015

5-PRINT YOUR SCHEDULE

Find instructions on how to print your schedule from **MyLTC** at gotoltc.edu/current-students.

6-PURCHASE YOUR BOOKS

Purchase your books at the LTC Bookstore or buy them online.

STUDENT PORTAL

MyLTC is a website that provides access to information, tools, and applications you need to participate as a member of the college community. You can do the following and more. . .

- Apply for admission
- View your To Do List items
- Enroll/drop classes
- View your demographic information
- View/print your unofficial transcript
- View and pay your tuition
- Apply/view/accept financial aid
- View/print your grades
- View/print your class schedule
- Request your official transcript
- Search class offerings
- Print your enrollment verification

- Add/update your emergency contacts
- Update your phone numbers

LTC STUDENT EMAIL

Anyone who completes an LTC admissions application form and all students who take credit classes are automatically provided an LTC email account.

It is important that you check your LTC email weekly as you will receive essential information in your inbox, like registration dates, graduation information, financial aid, special events, course information and much more. Visit gotoltc.edu/current-students to learn how to access your LTC email account.

MILITARY SERVICES SPECIAL CIRCUMSTANCES READMISSION POLICY

Students who serve in the National Guard and Reserves who are ordered or inducted into active military service in the Armed Forces of the United States or who are requested to work for the federal government during a national emergency or a limited national emergency are provided priority readmission.

SERVICE MEMBER PRIORITY ENROLMENT

In compliance with Wisconsin Statute Law LTC offers eligible service members the opportunity to receive priority course enrollment dates assigned by enrollment group, allowing service members to enroll in LTC courses ahead of non-service members. This priority applies to service members who have served or are currently serving on active duty under honorable conditions.

VETERANS

Lakeshore Technical College is approved by the State Approving Agency (SAA) at the Wisconsin Department of Veterans Affairs (WDVA) for enrollment of those persons eligible to receive GI Bill education benefits. The SAA approves specific programs offered at specific locations for veterans and other eligible persons to receive federal veteran's education benefits under Title 38 of the U.S. Code. Students must initiate the processing of the necessary forms to receive state and/or federal veterans educational benefits for approved programs. See the Financial Aid Office or county veteran's service officer for more information.

VETERANS STANDARDS OF PROGRESS POLICY FOR FEDERAL BENEFITS

To obtain federal veterans educational benefits government regulations require you to maintain satisfactory academic progress in the program in which you are enrolled. Academic probation & suspension will be reported to the Veterans Administration, as officials at Lakeshore Technical College are obligated to do so. Failure to meet satisfactory progress requirements will result in:

Semester GPA of 1.0 to 1.99 - Veteran's academic probation during the next semester of enrollment. During the semester you are on veteran's academic probation you must achieve satisfactory progress with a 2.0 semester GPA or lose eligibility for benefits the following semester.

Semester GPA of .99 or lower - Veteran's academic suspension. If you earn less than a 1.0 grade point average for any semester, you will lose your eligibility for veteran's benefits. If you become ineligible for veterans benefits, you can reestablish eligibility by seeking counseling services through your LTC advisor in order to resolve academic or other problems and to establish a meaningful plan for successful completion of your education or training. A specific request for resumption of veteran's benefits following an interruption due to unsatisfactory progress or conduct must be filled out by you and your counselor and submitted to the veterans certifying official at LTC to determine whether further payments of veteran's educational assistance allowance should be authorized. This form will be mailed to you with notification of your unsatisfactory progress. You can reestablish eligibility in this manner only one time. If you are suspended a second time, you will need to take six credits in a semester and pass with a 2.0 semester GPA or greater. You will be able to resume your benefits the semester following this.

The law requires any payment for a course which is not used in computing graduation requirements unless extenuating circumstances are shown. If you fail a course, you are allowed one retake, and you will have one year to retake it. If you fail that course a second time, you will be required to pay for it on your own the third time.

If you feel there are extenuating circumstances, you should notify the Veterans Administration of the circumstances. The Veterans Administration will then make a decision regarding whether the extenuating circumstances are beyond your control.

If you do write to the Veterans Administration, explain the circumstances in detail in order that a fair and just decision can be made. Be sure to include your Veterans Administration claim number. Any correspondence should be addressed to:

Veterans Administration Regional Office
P.O. Box 66830
St. Louis, MO 63166-6830

VETERANS STANDARDS OF PROGRESS POLICY FOR WISCONSIN GI BILL BENEFITS

As of January 1, 2014, a student must have at least a 2.0 cumulative GPA to qualify for benefits (Wisconsin GI Bill tuition/material fee waiver or supplemental payments, if eligible for Chapter 33 Post-9/11 GI Bill federal benefits). You will be responsible for any costs associated with attending classes, if your cumulative GPA is below 2.0. This will be a requirement for every semester.

If you lose your WI GI Bill eligibility because of your GPA but later improve your cumulative GPA to at least 2.0, you will be able to use the WI GI Bill during the next semester in which you enroll for classes.

CAREER ADVISING AND PERSONAL COUNSELING SERVICES

Counseling services are available day and evening to assist students with career, educational, and personal concerns.

LTC's website has a short, on-line career assessment available to student's undecided about their program choice. Click on "Explore Careers" on LTC's home page. In addition, LTC has a career advisors on staff who can offer more in-depth career assessment and decision making. You can schedule an appointment for this service by calling 920.693.1109.

Personal, individual, short-term counseling is available to assist students in dealing with concerns which may interfere with class success or personal growth. Students may also be referred to agencies within the community with appropriate comprehensive counseling.

EDUCATIONAL SUPPORT SERVICES

Educational service specialists help students develop a plan to achieve their educational and career goals. They assist with career planning, program and course selection, and admissions assistance, including financial aid advising.

ACADEMIC SUPPORT CENTER-CLEVELAND

The Academic Support Center provides class assistance for a variety of General Education classes and programs in the areas of reading, math, English, social science, science, and study skills. If you are looking for academic support of any type please stop in and ask how we can help.

TRIO/STUDENT SUPPORT SERVICES

Trio/Student Support Services is federally funded by the U.S. Department of Education and helps low income, first generation, and disabled students achieve their dreams of higher education.

Goals of the TRiO/Student Support Services program:

- Improve student graduation by supplementing financial assistance for low income participants with unmet financial aid needs
- Improve GPA and academic success by providing academic support services, advising and counseling
- Provide support for participants who are actively using TRiO/Student Support Services resources to facilitate their academic success
- Increase the percentage of students who obtain an associate degree and/or transfer to a four-year college

For more information contact:

TRIO/Student Services
Cleveland Campus, Lakeshore Building
920.693.1690
Gotolc.edu/trio

DIVERSITY AND MULTICULTURAL SERVICES

It takes more than powerful classroom experiences to get ready for your future. Diversity & Multicultural Services staff encourage you to explore diversity in our community, help you build on your strengths, and provide you with the support you need every step of the way – from admission to graduation.

Primary Services include:

- Admissions Assistance
- Financial Aid and Registration Assistance
- Academic and Cultural Support
- Workshops and Events

It is our goal to empower all LTC students to achieve their academic and professional goals and to support an inclusive, respectful, and safe community for diverse staff and students.

DISABILITY SUPPORT SERVICES

- LTC employs a Disability Services Coordinator. All students requesting accommodations must meet with the Disability Services Coordinator and provide current documentation of disability. A *Request for Reasonable Accommodation* form and a *Release of Information* form will be filed. Each semester, the student and Coordinator will complete a *Student Accommodation Plan* form for each course in which accommodations are requested. All disability information is kept confidential, within the parameters of the release, as directed by the student. Disability Support Services are provided by Lakeshore Technical College at no cost.

The following services are provided:

- Information and referral to appropriate services for students, staff and faculty.
- Assistance with transition from high school to post-secondary for in-coming students with individual education needs.
- Instructional support services to individuals identified as having physical, emotional or learning disabilities, special needs and academic difficulties.
- Direct and indirect instructional support services and learning strategies for both students and instructors.
- Teaching techniques and/or material to provide necessary accommodations.
- Assistance in evaluating and acquiring equipment to accommodate students having hearing, learning, visual, and/or physical challenges that interfere with their ability to learn.
- Coordination with other LTC support services such as the Academic Support Center; Peer Tutor Program; LTC Manitowoc and LTC Sheboygan; Admissions, Advising, Assessment Center, and Career Placement Services; and coordination with high schools, Division of Vocational Rehabilitation, and other community professionals.
- Referrals may be made by students, high school teachers/counselors, Division of Vocational Rehabilitation staff, Lakeshore Technical College personnel, and parents. For assistance in any of the above areas, contact Student Services at the LTC Cleveland Campus.

The following services are not provided:

- LTC is not required to provide attendants, individually prescribed devices, readers for personal use or study, or other devices or services of personal nature.

DISPUTED FEE ASSESSMENT

Disputes regarding registration, withdrawals, and related fee assessments or refunds MUST be brought to the attention of Student Billing and/or the Registrar during the semester in which the registration and related fee assessment occurred. LTC's obligation to follow-up on such disputes does not extend beyond the term the disputed charges took place.

REFUNDS

Students must request a refund in writing or drop a class online via **MyLTC** within the refund period in order to get either a partial or full refund. The amount of refund received is based on a number of factors, including when the withdrawal occurred and class meeting time which has lapsed. Refund request forms are available from the staff in Student Records and must be returned to Student Records for processing.

Refunds of fees paid to LTC are in accordance with the Wisconsin Technical College System policy.

- Application Fee-The application fee is nonrefundable unless the program is canceled or if no openings are available for applicants on the waiting list.
- If students withdraw on or before the first day of class, they are entitled to a fee refund equal to 100 percent of the fees.

- If students withdraw before or at the time 10 percent of the course's potential hours of instruction have been completed, they are entitled to a fee refund equal to 80 percent of the fees.
- If students withdraw after 10 percent but before more than 20 percent of the course's potential hours of instruction have been completed, they are entitled to a fee refund equal to 60 percent of the fees.
- If students withdraw after 20 percent of the course's potential hours of instruction have been completed, they are not entitled to a fee refund.
- No refunds will be considered for advanced standing and test out fees.
- Students seeking advanced standing in classes they want to enroll in or are enrolled in need to complete testing out of the class within 14 days of the term start date in order to receive a full class refund.

If students are receiving financial aid, the Title IV refund policy will be used.

Refund Appeals

- All refund appeals must be initiated by sending the completed LTC Request for Refund/Drop Appeal with proper documentation to the Registrar no later than 90 calendar days after the class start date.
- A refund request made after the 90 day grace period will not be accepted and you will be responsible for payment.
- Refunds for extenuating circumstances (situations outside of your control) will be made at LTC's discretion.

CAREER PLACEMENT CENTER

LTC's Career Placement Center coordinates resources and services that help facilitate student transition from college to work. Learning and networking opportunities through various student success initiatives, including employment development seminars, workshops, and consultation, as well as resources on the college website such as online graduate placement information and links to job search and labor market information. Walk-in hours and one-on-one appointments are also available. Visit gotoltc.edu/career-placement for more information.

Wisconsin TechConnect is the Wisconsin Technical College System's official employment link for Wisconsin technical college students and graduates to find job openings and internships posted by employers. All LTC students have full access to TechConnect jobs from college computers on campus that have internet connectivity through the LTC network. Contact career.placement@gotoltc.edu with all questions and inquiries relating to Wisconsin TechConnect.

To be eligible for full access/service from Wisconsin TechConnect:

- You must be an LTC student in an Associate Degree, Technical Diploma, or certificate program and currently enrolled in LTC classes -OR-
- Already be an official LTC graduate of an Associate Degree or Technical Diploma program.
- Your LTC Student ID, last name, and graduated(ing) program must match the validation file in the Wisconsin TechConnect database system.
- Service will remain active for two years and is renewable by extending access in your TechConnect account.

LTC MANITOWOC AND LTC SHEBOYGAN

As a partner in the Manitowoc and Sheboygan County Job Centers, LTC offers a program designed to upgrade individual skills to attain a high school credential, enter an associate degree or technical diploma program, enter employment, or upgrade employment. Adults may choose structured classes, independent activities, and/or computerized instruction.

Instruction is provided in the areas of writing, reading, mathematics, social studies, science, career education, and English Language Learning. The course of study is determined on an individual basis as identified by student needs.

Specific classes available through LTC's Pre-College program include:

- Adult Basic Education (ABE) is instruction designed for individuals who want to review, learn, or improve basic academic skills in reading, math, writing, and social and physical sciences. The curricula offer students the opportunity to meet personal needs for additional education, training, and/or employment.
- The General Educational Development (GED) and the High School Equivalency Diploma (HSED) are options available for adults who have not graduated from high school.
- The Certificate of General Educational Development (GED) requires successful completion of Career Awareness and five academic tests:
 - o Writing Skills
 - o Reading
 - o Social Studies

- o Math
- o Science
- The certificate of General Education Development (GED) requires successful completion of Career Awareness and computer based tests that assess knowledge in four areas that are essential for career and college readiness:
 - o Literacy
 - o Mathematics
 - o Science
 - o Social Studies
- The High School Equivalency Diploma (HSED) requires successful completion of the Certificate of General Educational Development (GED) PLUS the following requirements:
 - o Civic Literacy
 - o Health
 - o Employability Skills
- The Competency Based HSED 5.09 program offers students an alternative method for earning the HSED without taking the GED test. The program is for individuals who can, in a classroom setting, demonstrate mastery of skills expected of Wisconsin high school graduates, but who would be unable to demonstrate those competencies in a formal, timed, testing environment.
- English Language Learners (ELL) program is designed to give non-English and limited-English speaking students proficiency in oral communication and pronunciation. Other subjects include reading, writing, grammar, computer literacy, and citizenship preparation.
- Program preparation is instruction for students who plan to enter a post-high school class or training program and need to review and/or develop skills in math, writing, reading, and study skills.
- Career/Personal Development is designed to enhance an individual's life skills in preparation for initial and continued employment. A series of classes designed to assist adults as they plan for their future are offered.
- Education Support Specialists are available to assist with career planning, program and class selection, admission for single parents, displaced homemakers, and men and women entering nontraditional programs/occupations.

There is a \$20 fee each semester (\$10 in summer) to enroll in an unlimited amount of Pre-College courses. There is no fee for class assistance services. To participate in any of these classes/activities, contact one of the following locations:

LTC Manitowoc	LTC Sheboygan
3733 Dewey Street	3620 Wilgus Avenue
Manitowoc, WI 54220	Sheboygan, WI 53081
920.683.2846	920.208.5888
(TTY: 920.683.1776)	(TTY: 920.208.5877)

Special services are available for single parents, displaced homemakers, and economically and academically disadvantaged adults.

LTC also offers general education classes and adult classes at LTC Manitowoc and LTC Sheboygan. Enrollment is open to all individuals.

COLLEGE SERVICES AND PROCEDURES

HEALTH SERVICE

COLLEGE HEALTH NURSE

A nurse is available August through May, Monday through Thursday 8 a.m. to 4 p.m. and Friday from 8 a.m. to 3 p.m.; June/July, Monday/Wednesday from 8 a.m. to 3 p.m. The nurse is located in the Health Office (L-178), Lakeshore Building of the LTC Cleveland Campus. First aid, emergency health care, health and wellness information, and health counseling are available. A rest area is available in the Health Office, and emergency ambulance services are arranged by the nurse on duty.

ACCIDENTS/FIRST AID/EMERGENCY CARE

All accidents occurring on college property are to be reported immediately to the staff member in charge or the college health nurse for first aid treatment. Accident report forms are to be completed within 24 hours and are available from the college nurse during the day or the Evening Operations Manager designee during the evening.

STUDENT HEALTH INSURANCE

A student accident and sickness insurance plan is made available at a cost. Forms for the policy (covering accident and hospitalization) are available at Orientation or at the Health Office. Students are strongly urged to consider the student insurance plan if they do not have other health insurance. (Doctor and hospital bills incurred as a result of an accident, illness, or injury on campus or while participating in program-related clinical assignments are students' responsibility.)

CHILD CARE CENTER

The center is designed for children of full- and part-time staff and students enrolled at LTC. Parents may register their children, ages two to six years, throughout the school year. Information and registration forms are available in the Child Care Center and at gotoltc.edu. For more information, call 920.693.1243.

FIRE DRILLS

Fire drills will be conducted periodically during the school year by the Crisis Leadership Team. Anytime the fire bell is sounded, it should be treated as a real fire. Each classroom has emergency evacuation instructions and routes posted. Students should become familiar with this information to ensure a swift but safe evacuation from the building. All persons are required to leave the building, stand clear of all exits, and remain outside until notified by safety/security personnel that it is safe to reenter the building.

SEVERE WEATHER

Tornado and severe weather drills are conducted periodically during the school year by the Crisis Leadership Team. In the event of a thunderstorm, high winds, tornadoes, etc., an announcement will be made over the PA system. All persons will be informed that this is a watch or a warning. A watch indicates conditions are favorable for severe weather to develop. A warning indicates severe weather has been sighted. Updates will be provided as necessary. Students should become familiar with the Tornado/Severe Weather shelter instructions posted in each classroom. Once you are in the designated shelter area, you are to remain there until notified by safety/security personnel that it is safe to leave. Students are encouraged not to leave the campus while these conditions exist.

SCHOOL CLOSING GUIDELINES

The safety of the students at LTC is our priority. Please use your judgment when deciding to drive during inclement weather conditions.

If school is cancelled for the day, all campuses will be closed. Students should not report. To the best of our ability, the following announcement timeline will be followed. The decision to close campus or to delay the start of classes will be made by 6:00 a.m., or as soon as possible, given the circumstances. The decision to cancel evening classes will be made by 3:00 p.m. If a clear cut decision cannot be made, classes will be cancelled until 10:00 a.m. This will allow time for more information to be gathered and a decision to be made on whether a complete closing is necessary.

In the event of a situation that is not determined to be sufficient to actually close the campus, faculty are asked to use good judgment in allowing an absence of a student who feels that their attendance would adversely affect their safety and therefore cause their absence. In these situations, students are expected to catch up missed class material.

During an emergency situation, an announcement will be made via the following media avenues:

Lakeshore Technical College

LTC Alert System	This is a system that will automatically call, text, and email all students that are in our database
LTC Cancellation Hotline	(920) 693.1825 (888) 468.6582
LTC Web Site	gotoltc.edu

Radio

Cleveland	WLKN	98.1 FM
Manitowoc Area	WHBY	1150 AM
	WKSZ (KISS-FM)	95.9 FM
Sheboygan Area	WHBL	1330 AM
	WBFM	93.7 FM
Green Bay	WIXX	101.1 FM
Milwaukee	WTMJ	620 AM
	WKTI	94.5 FM

TV

Green Bay	WBAY-TV	Channel 2
	WFRV-TV	Channel 5
	WLUK-TV	Channel 11
	WGBA-TV	Channel 26
Milwaukee	WTMJ-TV	Channel 4
	WITI-TV	Channel 6
	WISN-TV	Channel 12

Questions can be directed to the Executive Assistant, 920.693.1631 to Heidi.soodsma@gotoltc.edu

INSTRUCTOR ABSENCE/CLASS CANCELLATION

Instructor absences and subsequent class cancellations will be announced daily on a recorded message. Students may access this message by dialing 920.693.1825. Any reported class cancellations due to the absence of the instructor will be announced. This message will be updated as often as necessary throughout the day. School closings are also posted on the website at gotoltc.edu.

TELEPHONES

Calls may be made from a courtesy phone near the Switchboard.

MESSAGES

Messages for students will be received by Student Services and the Switchboard Operator. Messages are also carried on the closed-circuit TV system. Due to the difficulty of locating students on campus, no effort will be made to find students except in the cases of extreme emergency. Students are asked to explain this procedure to friends and relatives who may call.

BULLETIN BOARDS

Bulletin boards are located throughout the campus upon which announcements of interest to students will be posted. Occasionally, announcements will be read in class or listed on the TV, but students should check bulletin boards regularly. All items posted need to be approved and stamped; stop in the Career Placement Center (L271, next to Bookstore) or email studentlife.sga@gotoltc.edu for details.

BATTERY RECHARGING UNIT

A Jump 'n Start portable power station is available for student use. This unit is stored at Student Services located in the central lobby of the Lakeshore Building, LTC Cleveland Campus. Students will be asked to leave their driver's license with the customer service associate until the power station is returned. The following local service station may be contacted: Dassler Sales & Service, Inc. at 920-693-8201.

LOCKERS

Lockers to store college-related materials are available on a first-come, first-served basis at Student Services. Student Services should be made aware of any special needs so accommodations can be made.

A \$5 fee is charged, which will rent the locker until the end of the academic year. LTC will not be held responsible for theft or damage done to property secured in lockers.

All lockers must be cleaned out at the end of the spring semester. All lockers are opened, cleaned, and combinations changed after spring graduation. All items left in lockers after the spring semester are removed.

HOUSING

Although LTC doesn't offer on-campus housing facilities, we provide links to local resources to assist students in locating accommodations. All student housing is privately owned and all housing payments and contracts are between the student and their landlords. LTC does not contract with any housing facilities. Please visit gotoltc.edu/housing for more information.

TRANSPORTATION

Public transportation via community transit services is available to the LTC Manitowoc and LTC Sheboygan locations. For transportation to the Cleveland Campus from Sheboygan and Manitowoc, students may ride the LTC EXPRESS Student Transit Service. Students are also encouraged to consider carpooling; a limited number of preferred parking spaces are available for carpoolers; carpool registration and special parking permit are required. For schedule/fees/details on the student transit system or carpooling program, visit gotoltc.edu/current-students, stop in the Career Placement Center (Cleveland Campus, L271, next to the Bookstore) or email studentlife.sga@gotoltc.edu.

LOST AND FOUND

Lost and found items may be claimed at Student Services upon proper identification by the owner.

CAFETERIA

The vending machine food service and LTC Cafeteria are located on the second floor of the Lakeshore Building, LTC Cleveland Campus. The LTC Cafeteria is open from 7:15 a.m. to 1:15 p.m. Monday through Friday when classes are in session. The LTC Cafeteria provides a menu consisting of plate lunches, soups, sandwiches, salad bar, and beverages. The vending machines are supplied daily with fresh foods and are available for use during the entire school day/evening. Microwave ovens are available to heat food items.

THE STUDENT LOUNGE

The Student Lounge is located next to Student Services and is a place where students can gather for small group discussion, use computers to access the Internet, or watch TV. Soft drinks and snacks are available from vending machines.

LTC BOOKSTORE

The LTC Bookstore is located on the second floor of the Lakeshore Building, LTC Cleveland Campus.

* Phone: [920.639.1153](tel:920.639.1153)

* Email: bookstore@gotoltc.edu

* Web: www.lakeshoretechshop.com

HOURS

Monday – Thursday	8:00 a.m. - 5:30 p.m.
Friday	8:00 a.m. - 2:00 p.m.

Closed Saturday, Sunday and days the campus is closed.

Changes in hours for holidays and summer will be announced and posted on the Bookstore website.

TEXTBOOKS

The bookstore offers new, used, digital and rental textbooks. Students can purchase their textbooks in-store or online at www.lakeshoretechshop.com.

Books can be ordered for in-store pick up or home delivery. Special arrangements can be made to have your books delivered to the Manitowoc or Sheboygan campus as well.

BUYBACK

The bookstore buys back books every day! If meeting the required criteria, we will buy back your books at wholesale value up to 35% of selling price. At the end of the fall and spring semesters, books adopted for the upcoming semester, if meeting the required criteria, will be bought back at up to 50% of the retail value.

Other products available are general trade books, medical reference, backpacks, school supplies, calculators, computer supplies, laptops, tablets, nursing supplies, welding supplies, snacks, and gift cards. LTC logo clothing, printed sportswear, gift items, and more. Accepted forms of payment are cash, check, MasterCard, Visa, Discover, and American Express.

ACADEMIC INFORMATION

PLACEMENT ASSESSMENT

ACCUPLACER is a placement assessment that LTC administers to determine academic preparedness in arithmetic, reading and sentence skills. LTC uses ACCUPLACER results as a tool to place students into courses most appropriate for their skill level to improve student success. Services are available for anyone needing to brush up or build skills in any area. ACT or completed college courses may waive the need for taking the ACCUPLACER.

CREDIT FOR PRIOR LEARNING

Lakeshore Technical College (LTC) recognizes its responsibility to provide advanced placement status to those students with valid and credible learning experiences that have occurred outside of our college classrooms. Credit for prior learning, sometimes called Advanced Standing, may be granted for the following situations:

- 1) Postsecondary credits earned at other WTCS colleges;
- 2) Postsecondary credits earned at other non-WTCS college;
- 3) Credits earned by high school students;
- 4) Credits earned by completing a registered apprenticeship;
- 5) Subject area competency demonstrated by passing a district or national examination; or
- 6) Previous work experience, military training, education or training, or other prior learning demonstrated as comparable in content and rigor to a specific technical college course or courses.

The student, under the guidance of the dean and faculty, prepares a demonstration of the prior learning with one or more of the following methods of assessment:

- Written essay
- Presentation of speech
- Document assessment
- Simulation or demonstration
- Interview
- Witness testimony
- Standardized or challenge exams
- Journals
- Role play/case study
- Evaluations of non-collegiate learning

General Guidelines

- Credit for prior learning must be applied toward a specific program at the College. Non-program students are not eligible for advanced standing.
- The student must have earned a grade of 2.0 or better in the course being considered on a 4.0 scale.
- The course being transferred is generally equivalent in content and meets or exceeds the credit value of the LTC course.
- Transfer credit may be awarded for up to 75% of the degree, diploma, or certificate requirements. Credit by portfolio may be awarded for up to 25% of the total program credits.
- This is to include a minimum 25% of the technical/occupational courses required to complete the degree or diploma.
- The college reserves the right to place time limits on prior learning for which credit may be granted based on technological changes specific to that field.
- Original transcripts from awarding institutions are required when transferring in college credits.
- Refer to LTC Credit for Prior Learning student manual for refund of course fees based upon advanced standing earned.

For more information, contact Student Records at 920.693.1888.

TRANSCRIPT CREDIT FOR APPRENTICESHIP

Students may request transfer credit for apprenticeship credits (500-level) and/or apprenticeship work experience. Instructional departments may set a maximum number of credits granted. There is no fee for transferring of apprenticeship credits; however, performance examination testing fees are charged, when applicable. Evaluation of the apprenticeship credits may be done in the following way:

- The instructional division reviews the apprenticeship program in which the student participated and evaluates the related class work and work experience documentation provided by the Bureau of Apprenticeship Standards (BAS), Department of Workforce Development (DWD), pertaining to the specific apprenticeship served.

ADVANCED STANDING/HIGH SCHOOL ARTICULATION AGREEMENTS

Credit for Advanced standing and Articulation Agreements – Students are awarded credit based on successful completion of high school courses for which an articulation agreement exists with the College. Credit is awarded after a student submits an official high school transcript documenting completion of the courses as outlined in the articulation agreement. For students transferring from another technical college district, credit awarded for high school coursework covered by an articulation agreement at the originating technical college shall be accepted as credit toward completion of a comparable course or courses.

CLEP/DSST OR DIVISION/DEPARTMENT EXAM

Students may be able to earn college credit by examination. LTC administers the College Level Examination Program (CLEP) and the DSST testing process for specific subject areas. Testing fees are applicable.

The CLEP/DSST exams must be taken and scored prior to the start of the LTC-equivalent class.

LTC administers CLEP/DSST subject exams by appointment.

Students should contact the Testing Services at 920.693.1184 or testing@gotoltc.edu for additional information.

Students failing CLEP/DSST exams may retest after three (3) months from the original examination date. A fee will be charged for retests. Students may earn up to 75 percent of the program credits by examination. Students completing and meeting the CLEP minimum passing scores at another postsecondary Wisconsin institution may have the credits transferred.

Division/department examinations are available for some classes. Information regarding types of exams, prerequisites, and fees can be obtained by contacting Testing Services at 920.693.1184 or testing@gotoltc.edu.

Credit(s) earned by exam will not count in that terms financial aid credit load.

CAREER PROGRESSION AND CAREER LADDER PROGRAMS FOR ADVANCED PLACEMENT

Career Progression-Career Ladder programs within the Wisconsin Technical College System apply previously learned competencies from short-term programs or one-year programs to associate degree programs. Students contact the career counselor for information on availability, work verification, and standards of career progression programs in their areas of study.

SHARED PROGRAMS

Shared programs exist between Lakeshore Technical College and other Wisconsin Technical Colleges, where LTC has the program degree-granting authority issued by the Wisconsin Technical College System Board. Students take classes at both locations towards graduation requirements at LTC. Students are subject to the same grade and grade point average requirements for class progression.

All program classes in the shared program carry grades and are computed in the program grade point average, whether taken at LTC or the student's shared program college. In effect, students take an LTC-approved shared program at multiple alternative locations.

Note: This provision does not generally apply to transfer classes, except those classes in specific approved shared programs.

OPEN LAB

In open-lab classes, students may be admitted at any time—classes do not have a fixed time schedule. Regular attendance in open-lab classes is required unless the student is ahead of the schedule for completing the class. If the student enrolled is not meeting the schedule for completion, the student will be required to attend a minimum number of class sessions weekly until he or she has completed or met the schedule for completion of the class work.

OPEN-ADMISSIONS CLASSES

Attendance in open-admissions classes for the scheduled hours is required unless the student is ahead of the posted schedule for the class. If the student is not meeting the schedule for completion, the student will be required to attend all class sessions until the work is completed or the schedule is met.

In Software Learning Center classes students are expected to stay on task, submit completed assignments according to the course schedule and complete the entire course in the designated timeframe.

ATTENDANCE

It is important that all students enrolled at LTC attend classes regularly to receive the maximum benefit from the educational opportunities provided. Students are expected to abide by the attendance policy established by the instructor.

Students that do not attend class sessions in accordance with the class attendance policy and/or if irregular attendance is negatively affecting achievement, that student will be referred through LTC's referral process to develop an appropriate plan for student success.

An instructor may submit a Faculty Student Referral form which initiates a drop request forwarded to Student Services. This date of referral is the date used to determine the refund amount and grade.

If withdrawn from a class, the student may reenroll in the class in accordance with regular class enrollment procedures.

PREREQUISITES

Prerequisites for classes are designated on the Program Curriculum Sheet or the "Find a Class" link on the college website.

Registration in a class requiring a prerequisite is permitted by satisfying the prerequisite requirements or with permission of the instructor. Information is available in the Student Services Office. Classes have a specified minimum achievement level (e.g., minimum score of "C" or higher, P, TR, etc.) required in the prerequisite class.

CLASS ADDITIONS, TRANSFERS, AND WITHDRAWALS/DROPS

During the first week of the term, a student can be enrolled into a class without approval from the division representative, (there may be exclusions for on-line courses) as long as there are openings in the class. Beginning with the second week of classes, written approval from the division representative is required to transfer to a different section of the same course that has already started. Unapproved student enrollments and transfers must be sent to Student Records on a Course Audit/Drop/Transfer form. Some courses may require instructor approval immediately after the start of the term in which the class is offered. (e.g., select on-line classes)

Students dropping/transferring classes need to either:

- Obtain a Course Audit/Drop/Transfer form and return the form to Student Records for processing.
- Drop/Add a class online by following instructions on MyLTC.
- Contact Student Records.

(Note: It is advised that students contact an advisor/counselor prior to dropping because of financial aid, refund period and other educational impacts).

Students are responsible for officially dropping classes or withdrawing from TLC if they stop attending. Class fee refunds are issued in accordance with guidelines established by the Wisconsin Technical College System. The amount of refund received is based on a number of factors, including when the drop occurred and class meeting time which has lapsed.

MAKE-UP EXAMS

A student who misses a scheduled exam must request permission of the instructor to take a make-up examination. The instructor reserves the right to reject student applications for a make-up examination if the student cannot show responsible cause for failure to take the test at the scheduled time. Failure to take a final examination without reasonable cause will result in a grade of incomplete "IC."

GRADING

Grading communicates the student's level of competence and/or proficiency at the end of each class. The Lakeshore Technical College grades are A, B, C, D, F, P, N, LF, WF, W, TR, IC, R, and AU. The definition and grade point value of each is as follows:

Grade A

- Superior
- Awarded 4 grade points per credit
- Included in GPA

Grade B

- Above Average
- Awarded 3 grade points per credit
- Included in GPA

Grade C

- Average
- Awarded 2 grade points per credit
- Included in GPA

Grade D

- Below Average
- Awarded 1 grade point per credit
- Included in GPA

Grade F

- Failure
- Awarded 0 grade points per credit
- Included in GPA

Grade P

- Pass
- Awarded 0 grade points per credit
- Not included in GPA
- Student achieved the competencies for the class at the required proficiency level.

Grade N

- Nongraded
- Awarded 0 grade points per credit
- Not included in GPA
- The class is not a graded/credit class.

Grade LF

- Lapsed F
- Awarded 0 grade points per credit
- Included in GPA
- An IC grade has not been changed to another grade six weeks after the end of that term.

Grade WF

- Withdrawal F
- Awarded 0 grade points per credit
- Included in GPA
- Student withdrew from the class at the time when more than 60 percent of the class hours had elapsed.

Grade W

- Withdrawal
- Awarded 0 grade points per credit
- Not included in GPA
- Student withdrew from the class at the time when, or before, 60 percent of the class hours had elapsed.

Grade TR

- Transfer
- Awarded 0 grade points per credit
- Not included in GPA
- Student achieved the competencies by some other approach than completion of the specific class at LTC and has received advanced standing.

A complete grading policy may be obtained in Student Services.

IC (INCOMPLETES)

Students receiving an “IC” in classes have additional weeks, at the discretion of the instructor, to complete all requirements for a valid grade found on the grading scale. The “IC” grade changes to an “LF” grade six weeks after the last day of the term if there is no other grade given or extension granted. Grades of “IC” are considered as attempted but not completed when calculating percentage of completion for financial aid when determining Satisfactory Academic Progress. The “IC” grade is not calculated into the non-financial aid GPA until the grade has been changed.

R (RETAKE CLASS)

Students can retake a class for a higher grade. After the class has been retaken at LTC and graded, **students can request**, by contacting Student Records, that the lowest grade be changed to a grade of “R” (retake), which carries no grade value and cannot be used for graduation requirements. The higher grade received will count in GPA and graduation requirements.

AU (AUDITING A CLASS)

Students may enroll in a class without desiring a grade. This is called “auditing.” An auditing student must register and pay the same fees and meet the same course/program entrance requirements and prerequisites as students enrolled for credit. The usual withdrawal/refund policy will apply.

No credit is given for a class which is audited. Therefore, the audited class does not count towards credit load or for financial aid. When auditing a class, students may not change enrollment status at a later date to receive credit for that class. Students may, however, retake the class as a regular student and receive credit upon successful completion of the class.

To audit a class, the student must obtain written approval from the instructor of the class before the end of the second week of that class. A Course Audit/Drop/Swap form with the instructor’s signature indicating the audit status must be returned to Student Records for processing.

A student may audit a course as part of an overall educational plan of self-improvement. A student may not audit a course for the sole purpose of assisting another student academically with the course.

The LTC district reserves the right to restrict the auditing of certain classes.

GRADUATION REQUIREMENTS

The LTC District Board will confer an associate degree or technical diploma to students that meet the following graduation requirements:

- Submit an Application for Graduation to Student Records prior to the last semester’s program registration.
- Pay the one-time only \$25 graduation-processing fee.
 - The fee is nonrefundable
 - The fee is not required for the following:
 - Any program requiring only one course for completion; i.e., Nursing Assistant
 - Farm Business and Production Management program
 - Apprenticeship programs
 - Aid code 18 and 19 programs
 - Shared programs where LTC is not the degree granting college
- Complete program of study with at least a program grade point average (GPA) of 2.0.
- Complete technical/occupational studies courses with a grade of C or higher, P, or TR. Students and staff are to refer to program handbooks, course prerequisites or program curriculum for variations.
- Complete at least 25 percent of the program requirements at LTC.

To calculate your own GPA, divide the total grade points received for one term by the number of credits completed. Example: You completed 12 credits this term and you were awarded 4 credits of "A," 4 credits of "B," and 4 credits of "C." Your total grade points are $(4 \times 4) + (4 \times 3) + (4 \times 2) = 36$ total grade points. Your GPA for the semester is 36 graded points divided by 12 credits = 3.000 grade points per credit / GPA = 3.000.

TRANSFER OF CREDITS AND TRANSCRIPTS TO OTHER POST-SECONDARY INSTITUTIONS

Lakeshore Technical College students and graduates have the ability to transfer credits through signed articulation agreements with two-year and four-year colleges and universities. To transfer to another postsecondary institution, students need to contact Student Records for information and assistance. Transfer of credits is determined by the receiving institution. Transcripts will be sent out upon your written request. Student records are confidential and are not released from the college, except by a signed or **MyLTC** request.

UW/WTCS UNIFORM POLICY STATEMENT OF CREDIT TRANSFER

Students enrolled in the Wisconsin Technical College System (WTCS) who wish to continue their education in the UW system may be eligible to transfer credits toward their bachelor's degree in the following ways:

- A maximum of 30 credits from approved WTCS general education courses in communications, social sciences, behavioral sciences, mathematics, and natural science may transfer.
- In some cases, UW campuses will accept in transfer occupational/technical courses from WTCS applied associate degree programs.
- UW and WTCS campuses have over 500 transfer (or articulation) agreements that permit WTCS students enrolled in specific associate degree programs to transfer additional occupational credit.
- Students transferring from the Wisconsin Technical College System may earn credit by earning appropriate scores on national standardized examinations (e.g., college-level examination program) or examinations developed by the UW system transfer institution.

For more information about these transfer opportunities, students should consult with the admissions office at a UW System institution or visit the UW/WTCS Transfer Information System website at <http://www.uwsa.edu/tis/>.

HONORS RECOGNITION

LTC has academic honors recognition for continuing and graduating students.

Honors Graduate

To receive Graduate Honors at the time of graduation, a student needs to:

- Earn a program grade point average (GPA) of 3.500 or higher.
- Complete at least 25 percent of earned graded credits at LTC.

Honors designations will appear on the student's transcript once he/she has graduated from a selected program.

Presidential Honors Graduate

To receive Presidential Honors at the time of graduation, a student needs to:

- Earn a program grade point average (GPA) of 4.000.
- Complete at least 25 percent of earned graded credits at LTC.

Honors designations will appear on the student's transcript once he/she has graduated from a selected program.

Dean's List

Students that have six or more term credits and at least a term GPA of 3.500 will qualify. Student names will be sent to the area newspapers for publication at the end of the fall and spring semesters.

Phi Theta Kappa Honor Society

Phi Theta Kappa is an international honor society for two-year institutions. PTK recognizes and encourages academic achievement; and provides opportunities for individual growth and development through participation in honors, leadership, service, and fellowship activities. Students are invited to join when they have completed 12 or more credits of associate degree coursework with an overall 3.50 cumulative GPA (counted from the past 5 years). The one-time, lifetime membership fee is \$75. Members are invited to an induction ceremony, receive a special seal on their diploma/transcripts and wear an honorary gold stole at graduation.

FLEXIBLE LEARNING OPTIONS

Are you a student challenged by a hectic schedule of job, community, and family commitments? Online, video, blended, and print-based classes are flexible options for earning college credit.

Flexible Learning Options improve accessibility and affordability to many of the same courses offered in a traditional on-campus classroom.

- Accessibility-options to fit your schedule, location, and pace needs.
- Affordability-reduce cost of travel, daycare, and the time away from work.
- Same courses-the course outcomes do not change, only the delivery.

ONLINE COURSES

Online courses are taught using the Internet and technology to deliver all course content. Typically the course has no face-to-face meeting.

What you'll need for online courses:

- Access to a computer with internet service.
- Strong motivation to achieve your goal.
- About 3 hours per credit each week for class work (may vary depending on class, content, skill level, etc.).
- Good time management skills.
- Computer skills in email, internet, and basic computer operations.

Classes usually begin at the start of the term and are completed by the end of term. Assignments are posted on the web. Communication between the instructor and students takes place via online discussion, email or telephone.

BLENDED COURSES

Most blended courses use online learning activities to aid in learning the course material and reduce face-to-face instructional time. For example, a course that normally meets twice a week as a traditional course may only meet once a week or every other week. The course schedules show the times the course will meet in a face-to-face format. You will need access to a computer with Internet service.

PRINT-BASED, INTERACTIVE TELEVISION AND TELECOURSE/VIDEO BASED COURSES

These courses are designed to offer you greater convenience and learning options.

- Print-based classes are delivered using print-based correspondence
- Interactive Television courses are delivery via network or broadcast technology or web conferencing
- Telecourse/Video Bases are courses with pre-produce video lessons

LIBRARY

CONTACT INFORMATION

- Phone: 920.693.1130
- Email: library@gotoltc.edu
- Web: gotoltc.edu/library
- [Contact the Library](#) link on the Library website

HOURS

Monday - Thursday 7:30 a.m. – 6:00 p.m.

Friday 7:30 a.m. – 3:30 p.m.

Closed Saturday, Sunday, and days the campus is closed. Hours are posted on the Library website. Hours may vary when courses are not in session.

CIRCULATION

Students with a valid LTC ID number may borrow library materials. Borrowers are responsible for all materials checked out to them.

LIBRARY RESOURCES

Search the Library webpage, gotoltc.edu/library, for books, e-books, and databases which contain magazines, periodicals, and streaming videos.

RENEWALS

Most Library materials may be renewed. Items may be renewed in person, over the phone 920.693.1130, by email library@gotoltc.edu, or on the Library website: gotoltc.edu/library.

OVERDUES

Failure to return material or pay library fees may result in a hold being placed on the borrower's LTC accounts and activities, including scheduling classes, receiving transcripts, checking out library material, or obtaining a diploma.

Type	Loan Period	Overdue Material Fee
Books, Magazines, Audiovisual	4 weeks	Cost of lost or damaged material
Reserve Course Material & Interlibrary Loan items	Varies	\$1.00/day
Laptops	1 week	\$2.00/day
Tablets (iPads, Surfaces, GalaxyTabs)	2 weeks	\$2.00/day
eReaders (Kindles, Kindle Fires, Nooks)	4 weeks	\$2.00/day

INTERLIBRARY LOAN

LTC Students may request books, articles and other library materials through interlibrary loan. Go to the Library webpage gotoltc.edu/library > Services & Support > Request Materials. Click on WISCAT to search for items and make requests. There is no cost for this service.

COMPUTER LAB*

The Library contains the largest open computer lab on campus including 40 PCs and 2 iMacs. Computers in the library lab contain most of the software needed for LTC courses. A username and password is required to log on to the network, and is provided before or at the general college orientation. To print on campus, each student has a printing account with \$10.00 provided at the beginning of each semester. Prints cost \$.05 *per page* for black & white and \$.15 *per side* for color. You may add more money to your printing account in \$1.00 increments at the Students Services desk or in the Library. Funds added to the account by the student roll over to the next semester while the original \$10.00 does not roll over.

*L130 is the campus after-hours computer lab; open Monday – Thursday 6:00pm – 10:00pm

LAPTOPS, ELECTRONIC DEVICES, & EQUIPMENT

The Library has laptops and various electronic devices (iPads, Surfaces, Galaxy Tabs, Kindle Fires, Nooks) available for current LTC Students to check out in an effort to promote familiarity with the evolving technology landscape. Borrowers must read/sign the Library's [Checkout Agreement](#) and agree to abide by the terms of use. Only one electronic device may be checked out at a time. The Library also borrows various equipment (power cords, smartphone cords, headphones, portable DVD players, calculators, scanners, flash drives, etc.). View available items on the Library website: gotoltc.edu/library > [Devices & Equipment](#).

STUDY ROOMS

There are 5 study rooms located in the Library available on first come, first-served basis with priority given to current LTC Students. The checkout period is two-hours with opportunity to renew if no one is waiting for a room. Each room is an enclosed space with a table, chairs, desktop computer, and whiteboard. Dry Erase markers are available for checkout at the Library desk.

LIBRARY DATABASES & E-BOOKS

The Library provides access to over 100,000 electronic books, 10,000 streaming films, 600 electronic reference texts, as well as databases and other research sources. Database access is available from the Library webpage: gotoltc.edu/library. Click on [Search Resources](#) to view material. Password to access resources off-campus is: **gotoltc**

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT CONDUCT CODE

Lakeshore Technical College is an academic community that maintains high standards of instruction and provides a safe campus for all persons utilizing its programs and services. As a learning organization, LTC monitors student conduct, encourages positive behaviors and requires academic integrity in support of a positive teaching and learning environment.

The College will take action to prevent and stop any behavior that inhibits learning as a result of:

- Not complying with all LTC policies.
- Not complying with civil and criminal laws.
- Interfering with the educational process in any manner.
- Conduct that endangers the safety and well-being of self or others.
- Engaging in violent or threatening behavior toward any student or employee of the College at any time and at any location.
- Conduct which disrupts the operations of the college and/or classroom.
- Unethical, inappropriate, or illegal use of electronic communication.
- Using, possessing, or distributing drugs, alcohol, explosives, dangerous chemicals and/or other weapons.
- Engaging in violent or threatening behavior such as, but not limited to, sexual assault, sexual harassment, domestic violence, dating violence and stalking.
- Academic dishonesty
 - **Misrepresentation of academic records:** Misrepresenting or tampering with or attempting to tamper with any portion of a student's transcripts or academic record, either before or after coming to Lakeshore Technical College (e.g., forging a change of grade slip, tampering with computer records or falsifying academic information on one's resume).
 - **Cheating:** Using or attempting to use unauthorized assistance, material, or study aids in examinations or other academic work or preventing or attempting to prevent another from using authorized assistance, material, or study aids (e.g., using a cheat sheet on a quiz or exam or altering a graded exam and resubmitting it for a better grade).
 - **Plagiarism:** Using the ideas, data, or language of another without specific or proper acknowledgement (e.g., copying another person's paper, article, or computer work and submitting it for an assignment; cloning someone else's ideas without attribution or failing to use quotation marks where appropriate).
 - **Fabrication:** Deliberately falsifying or inventing any information or citation in any academic work (e.g., making up data for an experiment, falsifying data, citing nonexistent articles, or contriving sources).
 - **Multiple submissions:** Submitting, without prior permission, any work submitted to fulfill another academic requirement.
 - **Facilitating academic dishonesty:** Knowingly helping or attempting to help another violate any provision of this code (e.g., working together on a take-home exam).
 - **Unfair advantage:** Attempting to gain unauthorized advantage over fellow students in an academic exercise (e.g., gaining or providing unauthorized access to examination materials; obstructing or interfering with another student's efforts in an academic exercise; lying about a need for an extension for an exam or paper; continuing to write, even when time is up, during an exam; or destroying or keeping library materials for one's own use).
- Theft of or damage to College property or personal property.
- Failing to comply with a reasonable request or directive from an employee of the College.
- Additional provisions from accrediting bodies may supplement this Student Conduct Code.

Sanctions include, but are not limited to:

- Loss of credit for a specific assignment
- Failing grade
- Written letter of reprimand
- Probation
- Suspension from class/classes or program (length to be determined by infraction)
- Expulsion from the College

In addition to the formal discipline, described above, the Division Dean/Manager or the Student Services Director, or designee, may determine to impose one or more of the following:

- A letter of apology from the student to any relevant party, including the College.
- A meeting with a college official to discuss the student's behavior and potential corrective strategies.
- Fines and/or restitution, where appropriate, when damage has been done to college facilities and/or the property of others.

VIOLATION PROCEDURES

Violations shall be referred to the Division Dean/Manager and/or Student Services Director, or designee. If an imminent threat of harm or damage is presented through the conduct of a student, the Campus Police or local police will be immediately contacted. For a complete list of the process and steps that will be followed, go to gotoltc.edu/current-students. Violations that only result in a sanction of (1) Loss of credit for a specific assignment and/or (2) Failing grade; do not have to be referred to the Division Dean/Manager and/or Student Services Director.

STUDENT FINAL GRADE APPEALS PROCESS

Students attending Lakeshore Technical College may appeal a final course grade.

All appeals must be initiated via a written appeal request to the Student Services Director, or designee, no later than twenty-one (21) days following the submission of the final course grade. However, before any appeal is filed with the Student Services Director, evidence of compliance with Step 1 must be shown. The student is encouraged to communicate with the instructor who assigned the final grade to resolve the dispute. However, if this is not feasible, the following steps must be followed.

Step 1

If not resolved, the student must contact the Divisions Dean or Associate Dean within ten (10) school days and may proceed to Step 2.

Step 2

Should efforts of resolution fail, student submits written grievance, and any documentation, to the Student Services Director, or designee. Student Services Director, or designee reviews appeal to determine if it merits further consideration. If further review is not warranted, all students and staff involved will be notified within ten (10) school days.

Step 3

If it is found that the grade appeal warrants further consideration, the Student Services Director, or designee may direct the appeal back to the appropriate Division Dean for further consideration or convene an Internal Investigation Committee.

Step 4

The committee will conduct a hearing to review the appeal. The student, instructor and other appropriate staff will present and submit pertinent documentation. The committee will make a decision and provide written notice to the student within ten (10) school days after the conclusion of the hearing.

Step 5

Any final appeal of the committee's decision must be submitted, in writing, by the student to the Vice President of Instruction within ten (10) school days of the receipt of the committee's decision. The Vice President of Instruction will meet with the student(s) involved to review the documentation that the process was not followed. Following the appeal conference, the Vice President of Instruction will prepare a written decision within ten (10) school days. The decision of the Vice President of Instruction will be considered final.

STUDENT CONFLICTS, CONCERNS, OR COMPLAINTS

A student will use the following procedure to address conflicts, such as non-academic issues and complaints, academic disagreements (except academic misconduct and final grade appeals), and interpersonal conflicts.

The conflict may involve a Lakeshore Technical College faculty/staff member, administrator, or other student or any other issue or concern.

The student is encouraged to communicate with the faculty/staff member, program dean, or other student to resolve the dispute, however, if this is not feasible the following steps would be followed.

Step 1

If you are a student who has a problem with another student, a faculty/staff member, or college policy, you need to initially discuss the problem with the Student Services Director, or designee. You can make an appointment for this initial meeting by either stopping in person at LTC Student Services or by calling 920-693-1109 to schedule a time.

Step 2

The Student Services Director will meet with you to get initial information regarding the concerns that have been raised. The Student Services Director, or designee, will also make every attempt to meet with the other party/parties related to the shared concern to get additional information.

Step 3

The Student Services Director, or designee will attempt to resolve the concern by scheduling a meeting with the parties involved. The Student Services Director, or designee will serve as a neutral third party during this meeting which is designated to follow a mediation process to resolve the conflict informally. The goal of the mediation process is to provide a resolution to the conflict that is acceptable to both parties.

Step 4

If the mediation fails to resolve the matter, you will be referred to the respective program dean to share your concerns.

Step 5

If the matter involved isn't resolved at step 4, it would go to one of two Vice Presidents for a final decision. If instructional in nature, the Vice President of Instruction would be the final step in the process. If the matter involves anything other than instruction concerns, the Vice President of Student Services would be the final step in the process.

BEHAVIOR INTERVENTION TEAM

The Behavior Intervention Team exists to provide a means of communication, assessment, and intervention for behaviors exhibited by student members of the college community which, if left unaddressed, could impact the safety, security, and required conditions of the teaching-learning environment. The role of the Behavior Intervention Team is to balance the educational needs of students and the mission of Lakeshore Technical College by intervening early and providing behavior support and response to students displaying varying levels of disruptive, disturbed, distressed, and/or emotional behaviors. This cross-functional team utilizes threat assessment tools to help determine appropriate courses of action when confronted with reports of such behavior.

STUDENT ACCESS TO RECORDS-FERPA

Student Records Confidentiality Notice

The Family Educational Rights and Privacy Act (also known as FERPA or the Buckley Amendment) affords students certain rights with respect to their education records. They are:

- The right to inspect and review the student's educational records within 45 days from the day the college receives a request for access. You should submit written requests that identify the record(s) you wish to inspect to Student Records or the Registrar.
- The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. You should write to the Registrar and clearly identify the part of the record you want changed and specify why it is inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.
- The right to refuse to permit the college to designate disclosure of personally identifiable information about the student as directory information which is not subject to restrictions on disclosure.

The college has designated the following information about you as directory information: name, address and telephone number, student email address, date of birth, field(s) of study, current enrollment status, dates of attendance, degrees received, most recent previous educational institution attended, honors and awards received, including selection to a dean's list or honorary organization, and photos and videos of students for use in college presentations/displays, news releases, publications, and websites.

If you do not wish to have your information designated as directory information and disclosed to members of the college community and to requesters from outside of the college, you must inform Student Records in writing. A form for Authorization to Release Non-directory Information is also available from Student Records.

Under sections 99.31(a) and 99.34 of Title 34 of the Code of Federal Regulations, applying the Family Educational Rights and Privacy Act, should an LTC student seek to enroll in another college or university to complete a course or degree, LTC may share personally identifiable data with that college or university's education officials without the student's prior approval. LTC may also share personally identifiable information with college officials who have a legitimate educational interest.

Officials of the college are defined as:

- Persons employed by the school in an administrative, supervisory, academic, research, or staff position
- Persons serving on school governing bodies
- Persons employed by or under contract to the college to perform a specific task, such as an attorney or auditor

An official has **legitimate educational interest** if they need to:

- Perform duties specified in their job description or under terms of contractual agreement
- Provide campus services related to a student such as advising, financial aid and counseling
- Conduct tasks related to a student's education or campus discipline

LTC maintains a record of all releases of student records. A student may request to view a copy of what was shared with the other college by contacting the Registrar at 920.693.1378.

Questions concerning FERPA may be directed to Student Records at 1.888.468.6582, Ext. 1115.

The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, S.W.
Washington, DC 20202-4605**

For more information on FERPA, please visit the website for the Department of Education at <http://www.ed.gov>.

SOLOMON ACT

Congress in 1996 enacted a series of laws that address Military Recruiting and Reserve Officers' Training Corp (ROTC) Program Access to Students of Higher Education (commonly referred to as the "Solomon Amendment"). Under these laws, colleges must give recruiters access to their campuses and provide them with lists containing "student recruiting information" in order to help military recruiters meet congressionally-mandated recruitment numbers. The Solomon Amendment overrides FERPA and gives the military the right to receive data designated as "student recruiting information." If an institution or its sub elements does not comply, the entire institution risks losing certain federal funds.

CHILDREN ON CAMPUS

Lakeshore Technical College supports a safe and positive educational environment. Therefore, it is the policy of LTC that children under the age of 16 shall not be left unattended in any of LTC's facilities (including parking lots).

Parents need to make adequate arrangements for the care of their children. The Student Services Director, or designee, or the Evening Operations Manager may make exceptions to this policy for children who are here for legitimate purposes (such as when the children are involved in an instructional activity).

LTC staff members are responsible for enforcement of this policy. If a staff member is unsuccessful in dealing with a problem, he or she should contact his or her supervisor. Campus Police and/or the Evening Operations Manager should be called to deal with enforcement only when ongoing or serious problems occur. The Campus Police may become involved during their routine monitoring of the campus.

CHILDREN IN THE CLASSROOM

In order to preserve the integrity of the educational environment, students may not bring their children to classes, labs, shops, or designated testing areas, except when the children are part of the instructional activities. Children are defined as persons under the age of 16 and not enrolled in LTC classes or programs. Individual instructors may make exceptions for emergencies with the consent of all students in the class.

TOBACCO/SMOKE-FREE

The Lakeshore Technical College District Board supports the concept of wellness, the U.S. Surgeon General's mandate for a smoke-free America, and the spirit of Wisconsin's Clean Indoor Air Bill. The college has taken positive steps to promote a healthier environment for students, employees, and visitors at LTC.

Therefore, the following ban on the use of tobacco/smoking products has been instituted:

- The use of tobacco/smoking products is prohibited in all buildings owned or leased by Lakeshore Technical College. This includes all devices used to smoke tobacco products and also electronic cigarettes, e-cigarettes, or personal vaporizers that are alternatives to smoking tobacco products. Outside smoking is allowed in designated areas only on campus grounds.
- All students and staff will be informed of this policy during orientations, in student and staff handbooks, and in college signage.
- The Student Conduct Code and Employee Disciplinary Policy will be followed when violations occur.

ALCOHOL POLICY FOR LTC STUDENTS

Lakeshore Technical College recognizes that the misuse and abuse of alcohol and other chemicals is a serious health problem affecting every aspect of human life. On campus use or possession of alcohol is prohibited

LTC and the Wisconsin Technical College System Board policy forbid the expenditure of student activity fees for alcoholic beverages. These expenditures include the activity fee transfers that are allocated to student organizations each semester. All college-sponsored

activities (using tax dollars and/or activity fees) must be open to all students regardless of age. Alcoholic beverages are also forbidden at off-campus college-sponsored activities. The consumption of alcoholic beverages is prohibited during the scheduled time of an educational field trip. The advertising of alcoholic beverages is prohibited on college property and in college publications. The use of alcohol is prohibited in all buildings owned or leased by Lakeshore Technical College.

HAZARDOUS WASTE AND CHEMICAL EXPOSURE

Some classes, such as chemistry and physics, may present the possibility for exposure to substances which have the potential for health hazards. Faculty teaching such a class will include in the class syllabus specific information pertaining to potential exposure, and appropriate safety information will be presented to reduce the risk.

Any persons present near chemicals (including hazardous waste) should realize that they are voluntarily exposing themselves to these substances. Precautions, such as changing routes so as not to pass near the hazardous exposure areas or delaying enrolling or not enrolling in a class, may be necessary. These precautions are especially important for people with sensitive medical conditions which could make exposure to the substance mentioned above especially dangerous. In particular, women who are in their first trimester of pregnancy should avoid exposure.

Any time the potential exists for exposure to substances, protective clothing will be required.

EQUAL OPPORTUNITY/EQUAL EDUCATION/AFFIRMATIVE ACTION

Lakeshore Technical College assures compliance with all federal and state laws through the administration and enforcement of LTC District Board Policies and Procedures. Employment, programs, classes, and services are provided in a nondiscriminatory manner to all employees, students, and the public requesting use of or using college facilities without regard to race, creed, religion, national origin, ancestry, sex, sexual orientation, age, parental status, marital status, pregnancy, disability, political affiliation, genetic testing, veteran status, service in the armed forces, and the use or nonuse of lawful products off the college's premises during nonworking/nonacademic hours.

HARASSMENT/DISCRIMINATION

Harassment of or by employees, students, and the public using college facilities or conducting business in college facilities on the basis of sex, race, religion, national origin, age, disability, or other protected status is a form of discrimination that is unlawful and prohibited. Any action, policy, or practice, including bias, stereotyping, harassment, and retaliation, which is detrimental to a person or groups of people is discrimination.

Harassment means behavior that substantially interferes with a person's work or performance or creates an intimidating, hostile, or offensive work or academic environment. Information requests, questions, concerns, and complaints should be directed to the Human Resources Department/Affirmative Action Officer or Diversity Services/Equal Education Opportunity Officer for employee or student complaints, respectively.

ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

Reasonable accommodations for persons with disabilities will be made to ensure access to academic programs, services, and employment in accordance with 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 standards.

ACCOMMODATIONS FOR RELIGIOUS BELIEFS

In compliance with Wisconsin law, reasonable accommodations (only applies to required religious activities) will be made of a student's or employee's sincerely held religious beliefs.

Students may request a reasonable accommodation with regard to scheduling an examination and other academic requirements. The student/employee will submit a request in writing to the instructor/employee's manager five school/working days prior to the date or dates of the anticipated absence. The request will be kept confidential. Instructors/managers will provide a means by which make-up work is completed in a timely manner without any prejudicial effect.

CLERY ACT AND TITLE IX REPORTING REQUIREMENTS

Both the Clery Act and Title IX are federal laws that prohibit sex discrimination. Sex discrimination includes sexual harassment, sexual violence, and any other sex-based misconduct including relationship violence. Lakeshore Technical College strives to be compliant with the expanded reporting requirements of both federal acts which require all post-secondary institutions to publish and distribute certain information regarding campus crimes, including reports of campus sexual assault, sexual assault policies and security programming to

all current students and employees. Sexual misconduct includes but is not limited to the following: sexual harassment, stalking, sexual assault, and other acts of sexual violence. LTC will take prompt action to eliminate the sexual discrimination or misconduct, prevent its recurrence, and address its effects.

SEXUAL ASSAULT AND RELATED STATUTES*

Wisconsin Statutes recognize that sexual assault, sexual exploitation by a therapist and harassment are serious criminal offenses. It is important for all students and staff of Lakeshore Technical College to understand how the statement of policy and offenses are defined in the law and to be aware of the penalties.

*Excerpted in the Students' and Employees' Right to Know and Campus Security Information brochure are the definitions and penalties of these offenses. This brochure is available to all students and staff members annually.

*According to 1991 Wisconsin Act No. 112.

CRIME AWARENESS AND CAMPUS SECURITY ACT

Lakeshore Technical College is committed to maintaining a safe and secure environment on campus. As part of the Crime Awareness and Campus Security Act of 1990, the college does provide complete information about security awareness, crime prevention, crime reporting, crime statistics, and other related policies. This information is made available through the Students' and Employees' Right to Know and Campus Security Information flyer that is communicated annually to students and staff.

LTC CAMPUS POLICE AND SECURITY

LTC Campus Police is comprised of police officers and county sheriffs from Manitowoc County law enforcement agencies. Campus Police are available to handle campus security and parking problems during campus hours. LTC has an excellent relationship with the Cleveland First Responders and Firefighters, the Manitowoc County Sheriff's Department, Cleveland Police Department, and the Manitowoc County Emergency Medical Services. LTC employs trained security officers to provide coverage while the campus is closed. The police and security office is housed off of the General Education Office (L180).

REPORTING OF CRIMINAL ACTIONS

Contact the Switchboard at Extension "0" from 7:30 a.m. to 5 p.m., Monday through Thursday and 7:30 a.m. to 12 noon Friday. The operator will contact the proper authorities. The LTC Campus Police can be reached at 946.6310 (cell) or Ext. 1155 if unable to contact the Switchboard.

Individuals should dial 9-911 from LTC in-house phones in an emergency situation and then contact the Switchboard by dialing "0".

COMPLAINT PROCEDURE

Procedures within the college have been established to handle complaints alleging harassment, assault, or discrimination against staff, students, and the public in employment/education matters as noted in the introduction section of this policy. A formal process exists and is administered by the college Human Resources Department.

Any person having a concern about or alleging discrimination, harassment, assault, and/or retaliation who needs assistance in obtaining detailed procedural information, information on rights and responsibilities, advice, and/or complaint forms may contact Kathy Kotajarvi, Human Resource Department, Affirmative Action Director, and/or Nicole Yang, Diversity Services Coordinator, Equal Opportunity Officer.

MOTOR VEHICLE REGULATIONS

1. LTC has four parking permits:
 - a. Student Parking
 - b. Temporary Parking
 - c. Staff Parking
 - d. Carpool Parking
2. **Student Parking:** All students are required to register vehicles at the Welcome Center (Room L142) in the Lakeshore Building. The student parking permit is good for the current school year attending. The parking permit is to be displayed from the rearview mirror. The permit is not transferable. The designated student parking lots are 1, 3, 4, and 7.
3. **Staff Parking:** All staff are required to register their vehicle(s) with Human Resources (Room L148). The parking permit is to be displayed from the rearview mirror. The permit is not transferable.
4. **Carpool Parking:** All students with Carpool parking permits must follow the Carpool Parking Guidelines and should be parking in Lots 1, 3, 4, and 7, and are required to register their vehicle with Career Placement Center office (L271). The permit is to be displayed from the rearview

mirror. The Carpool Parking permit is issued in addition to the Student or Staff permit.

5. **Temporary Parking:** Permits for students are issued at the Switchboard/Welcome Center by the Cafeteria; staff permits are issued by Human Resources (L148). The parking permit is to be displayed from the rearview mirror. The permit is not transferable. **Only those students who have received temporary parking permits for Parking Lot 6 are allowed to park in Lot 6 between 7a.m. and 5:30 p.m. Monday through Friday.**
6. LTC assumes no responsibility for vehicles or their contents while parked on campus. The person whose name is registered is responsible for all violations incurred by the registered vehicle.
7. The **enforced speed limit** for vehicles operated on campus is **15 miles per hour.**
8. All roadways and building approaches are considered lanes. Parking in these areas is prohibited. Parking on lawns and/or sidewalks/marked walkways is prohibited.
9. Parking Lot 6 is reserved for conference attendees and staff between 7 a.m. and 5:30 p.m., Monday through Friday. After 5:30 p.m., Parking Lot 6 is open to student parking.
10. The parking lot layout is designed with safety in mind. Drive through parking in lots 6 and 7 should be avoided as it creates unsafe traffic patterns.
11. Student vehicles should enter campus at West Campus Drive (the first entrance from I-43).
12. Bicycle parking racks are available near buildings Ag/Energy A1, Nierode N2, Lakeshore L8 and L12; and Public Safety P1.
13. Handicapped parking is allowed in designated areas by permit only. Permits are available only through the State of Wisconsin.

ENFORCEMENT - Parking regulations are enforced under Village of Cleveland Ordinance and the State of Wisconsin Statute.

PENALTIES - Persons violating posted parking regulations may be required to pay a fine in accordance with the Village of Cleveland or the State of Wisconsin traffic deposit schedule



COMPUTER-USE POLICY—FOR COLLEGE STUDENTS

I. INTRODUCTION

The computing and telecommunicating networks, computing equipment and computing resources of Lakeshore Technical College (hereinafter "College") are owned by the College and are provided primarily to support the academic, administrative, and business functions of the College. The use of this equipment and technologies is governed by federal and state law, and College policies and procedures. Additional rules and regulations may be adopted by various divisions/departments to meet specific administrative or academic needs.

Any adopted requirements must be in compliance with applicable federal and state laws, and this policy.

II. REGULATORY LIMITATIONS

- A. Without prior notice, the College may monitor use of the equipment and networking structures and all systems for legitimate academic, administrative, and business reasons, including:
1. To ensure the security and operating performance of systems and networks.
 2. To ensure appropriate academic, administrative, business and incidental personal use of equipment/materials.
 3. To enforce College policies.

Monitoring includes the right of the College to access messages and files which have been deleted, but not fully erased from systems. Legitimate academic, administrative, or business reasons include, but are not limited to, the right to inspect the contents of electronic messages or files in the course of an investigation prompted by evidence of violation of a College policy or as necessary to locate substantive information which is not readily available through other means. The contents of electronic communications files and records obtained for legitimate academic, administrative or business needs may be disclosed within the College District, without the permission of student, to those with an essential need to know, as well as to law enforcement and regulatory agencies.

Notwithstanding the right of the College to view, retrieve, and read any and all electronic messages, records, or files within College systems; electronic messages, records and files must otherwise be treated as confidential by students and accessed only by the author or intended recipient. Students may not attempt to gain access to another person's electronic messages, records, or files without authorization or the permission of the person.

- B. The College reserves the right to limit access to all equipment, networks, and resources when federal or state laws or College policies are violated, or when College contractual obligations or College operations may be impeded.
- C. The College may authorize confidential passwords or other secure entry identification; however, students are to have no expectation of privacy in the material sent or received by them over the College computing systems or networks. While general content review will ordinarily not be undertaken, monitoring of this material may occur for the reasons specified above.

Computer passwords are not, and are not intended as a guarantee of confidentiality or privacy. Students may not use a password, access a file, or retrieve any stored information unless authorized to do so.

Each individual user is responsible for the proper use of his/her assigned account, including password security. Users must not share computer accounts or disclose access information to unauthorized persons.

- D. The College generally does not monitor or restrict material located in College computers housed within a private domicile or on non-college computers, whether or not such computers are attached or able to connect to campus networks.
- E. All material prepared and used for purposes and posted to or sent over College computing and other telecommunicating equipment, systems or networks must be accurate and must correctly identify the author and receiver.
- F. No person shall make illegal copies of software. Illegal copies of software may not be run on any District computer. The Information Technology staff will take the necessary action to prevent violations of this requirement. Students are responsible for any and all liability resulting from violation of this prohibition.
- G. The College is not responsible for the loss of data or interference with files which may occur in the course of maintenance of networks or equipment.

- H. The College is not responsible for lost or deleted files which have been saved on disks.

III. PERMISSIBLE USE

Students are required to adhere to this policy and any related College rules, regulations and procedures for work produced on computing equipment, systems and networks. Students may access these technologies for academic, administrative, business and incidental personal uses, if the following restrictions are followed:

- A. The use is lawful under federal or state law.
- B. The use is not prohibited by Lakeshore Technical College District Board, College, or institutional policies.
- C. The use does not damage or overload College computing equipment or systems, or otherwise harm or negatively impact the systems' performance.
- D. The use does not contravene copyright or trademark law.
- E. The use does not result in commercial gain or private profit (other than as allowable under College intellectual property policies).
- F. The use does not state or imply College sponsorship or endorsement.
- G. The use does not violate state or federal laws or College policies against race or sex discrimination, including, but not limited to, racial slurs, gender specific comments, comments on sexual orientation or sexual harassment.
- H. The use does not involve unauthorized passwords, identifying data, or any other action that attempts to circumvent, disable or overload system security, or in any way attempts to gain unauthorized access.
- I. The use does not involve activities which interfere with or disrupt network users, services or equipment, to include, but not limited to:
 - 1. Distribution of unsolicited advertising or mass mailings;
 - 2. Propagation of computer worms or viruses; and
 - 3. Downloading and/or running any destructive or disruptive programs on College Computer systems.
- J. The use does not involve accessing or attempting to access by "hacking" or any other unauthorized entry, materials, information, resources, communication devices, or the files of other users, which the student reasonably understands to be restricted to persons other than the student. Intentional interception of any electronic communication is considered unauthorized access and may violate the Electronic Communications Privacy Act.
- K. The use does not involve in any manner disabling or inactivating virus scanning software or restrictive filters.

IV. SOCIAL NETWORKS

- A. Students must understand that certain expectations for professional conduct extend into the personal online world of social networking, blogs, and other communication tools, especially regarding mention of LTC, or members of the LTC community. Violations of college policy (e.g., harassing language, possible drug policy violations, etc.) are subject to investigation and sanction via the LTC Computer Use Policy, Student Conduct Code, and other relevant college policies.
- B. Lakeshore Technical College is not responsible for the privacy practices or the content of external web sites and online social networks. Participation in online social networks is strictly voluntary.
- C. Students should be careful about how much and what kind of identifying information is posted online. It is unwise to put information like date of birth, social security number, and phone number on line because it could leave students open to identity theft or stalking. Networks like Facebook provide numerous privacy settings for information contained in its pages; students should use these settings to protect private information.

- D. Some students may be interested in establishing a LTC-related (using the Lakeshore Technical College name, LTC acronym, LTC program name, or any other identifying element of the college) social network presence in order to connect and/or disseminate information related to college life or activities. The establishment of such pages or sites shall be coordinated through the office of Student Success.
- E. LTC reserves the right to change or amend the Social Network Regulatory Limitations at any time.

V. ILLEGAL ACTIVITY

- A. Any illegal use of the network, or its use in support of such activities, is strictly prohibited. Illegal activities are defined as a violation of local, state, and/or federal laws.
- B. The submission, publication or transmission of information or data of any type for the purpose of planning, preparing or engaging in criminal activity of any type is strictly prohibited.
- C. College officials will report actual or suspected criminal conduct to law enforcement authorities.

VI. VIEWING OR DISTRIBUTING OBSCENE OR PORNOGRAPHIC MATERIALS

- A. Students may not intentionally access, download, store, or transmit obscene or pornographic sites, materials, files or messages through the College District Information Systems or using any College District computing and telecommunicating networks, equipment or computing resources to include, but not limited to, any sites, materials, messages, or files, which:
 1. Contain adult oriented or pornographic images, written materials, or discussions;
 2. Are restricted to adults or persons age 21 or over because of adult oriented sexual or violent content;
 3. Contain sexually explicit images or materials of any type, to include images of the human body which depict nudity or sexual excitement, as well as actual or simulated sexual acts.

Conduct of this character is not, and will not be recognized as appropriate or authorized use of College computing equipment, information systems and networks for personal, academic, administrative, or business purposes.

- B. Violation of the foregoing section VI. A., of this policy will result in disciplinary action under section VII below.

VII. SUSPENSION OF PRIVILEGES BY STUDENT SERVICES DIRECTOR

- A. The College's Student Services Director, or designee may suspend a student's access privileges for as long as necessary to protect the College's computing resources. As soon as practicable following the suspension, the Manager of Student Services must take the following actions:
 1. The student must be provided with notice of the computing resources suspension and the reasons for it.
 2. The student must be given an opportunity to meet with the Student Services Director, or designee to discuss the suspension if the student requests it.
 3. Following the meeting, the student must be notified that the student may appeal to the Student Services Director, or designee immediate supervisor if the student is dissatisfied with the outcome of the meeting.
- B. The Student Services Director, or designee may refer the matter for action under the student code of conduct.

VIII. VIOLATION OF POLICY

- A. Any violation of this policy will be considered unethical, inappropriate or illegal use of electronic communication under the College student conduct code and the offending student will be subject to the process as outlined. Violations should be reported as provided under the code.
- B. Sanctions for violation of this policy may include a revocation or suspension of access privileges in addition to the sanction provided under the student conduct code.
- C. Violations of federal or state law may be referred for criminal or civil prosecution.
- D. Disciplinary decisions will be based upon, but will not be limited to, the following:
 1. The nature of the misconduct, to include the character of materials, files, messages or sites, created, accessed, sent, viewed, or damaged.

2. The frequency with which unauthorized materials, files, sites or messages were accessed, downloaded, stored, transmitted, or damaged.
3. The time of day during which the conduct occurred.
4. Whether other persons were involved in any way, either voluntarily or involuntarily.
5. Whether the conduct is subject to criminal prosecution.
6. Whether the conduct has resulted in a complaint by another person.
7. Impact upon other students.
8. Prior disciplinary record.
9. Cost incurred by the College.

E. Unauthorized or improper use of a student account, password, or access information will not excuse the student from disciplinary action, if the student failed to comply with the requirements of this policy regarding network security.

IX. APPLICATION OF PUBLIC RECORDS LAW

All information created or received for work purposes and contained in College computing equipment files, servers, or electronic mail (email) depositories are public records and are available to the public unless an exception to the Wisconsin Public Records Law applies. This information may be purged and destroyed only in accordance with the College records retention schedule.

STUDENT LIFE

The Student Life program at Lakeshore Technical College is viewed as an integral part of the total educational experience of the student body. It is dedicated to providing experiences that will broaden your cultural horizons and outlets for self-expression as well as provide opportunities and have some fun.

Monies from the supplemental fee contribute to outstanding student awards and club assistance and support all Student Government Association (SGA) activities and services (in general).

WELLNESS CENTER

The Wellness Center is an unsupervised exercise center that is open to students, staff, family members of staff, and members of the Cleveland community free of charge. Participants need to review the Wellness Center Policy which includes guidelines, dress code, and a release-of-all claims form that the participants need to sign in the College Health Nurse's office before use. This area has a variety of equipment, such as two treadmills, weight machines, elliptical trainers, stationary bikes, and locker rooms with showers.

STUDENT GOVERNMENT ASSOCIATION (SGA)

The Lakeshore Technical College Student Government Association (SGA) is an organization of student representatives whose officers are elected by the student body from the various programs. SGA provides students with the opportunity to participate in democratic self-government. The SGA provides liaison between the administration, faculty, and students; promotes citizenship/leadership; operates as the students' official voice in school government; and acquires information for dissemination to the student body. The SGA operates according to a constitution with the assistance of the Student Government Advisors. Meetings are held once a month during the school year. LTC's elected SGA officers also participate in statewide student advocacy activities through Wisconsin Student Government.

LTC STUDENT SQUAD

The LTC Student Squad is made up of an incredible group of current students (selected by LTC staff through an application process) who share their knowledge of, belief in, and passion for LTC with the student body, prospective students, faculty and staff, as well as the community at large. LTC Student Squad members are paid an hourly rate for their services.

LTC Student Squad Mission:

- Support campus events/activities as requested.
- Convey a positive image of LTC at all times.
- Assume student body leadership roles.

WISCONSIN TECHNICAL COLLEGE SYSTEM (WTCS) AMBASSADOR PROGRAM

The WTCS Ambassador Program recognizes and rewards outstanding student achievement in the Wisconsin Technical College System. The college's WTCS Ambassador represents LTC and WTCS at campus, community, and WTCS events including a two-day training event in Madison each April.

Nominations for the LTC WTCS Ambassador position are made by LTC staff, or students may self-nominate. Student nominees undergo district-level screening and interviewing from which a district winner is selected based on traits such as character, attitude, academic standing, attendance, leadership, and extracurricular activities. The WTCS Ambassador enjoys prestige and yearlong visibility as a champion for technical education. Everybody wins with this award program-the student, LTC, employers, WTCS, and the general public.

LTC OFFICIAL STUDENT ORGANIZATIONS

The Student Government Association (SGA) approves and supports many student clubs and associations. All LTC students are welcome to join SGA clubs and associations. Active involvement outside the classroom promotes beneficial learning experiences that further develop and enrich students' interpersonal and professional skills.

For detailed information about SGA student organizations email studentlife.sga@gotoltc.edu or stop in the Career Placement Center (Cleveland Campus, L271, next to the Bookstore) or gotoltc.edu/current-students. Following is a list of SGA-approved student organizations as of May 2015; student organizations may be formed and/or reactivated based on student interest and completion of the SGA approval process.

- Auto Collision Club
- Auto Maintenance Club
- Business Professionals of America
- Campus Christian Fellowship
- Criminal Justice Student Association
- Dairy Club
- Dental Assistant Club
- Health Physics Society Student Chapter
- Horticulture Club
- Hospitality Club
- Information Technology (IT) Club
- Lakeshore Chapter Student Nurses Association
- Medical Assistant Club
- Paralegal Student Association
- Phi Theta Kappa Honor Society—Beta Lambda Sigma Chapter
- Society of Human Resource Management (SHRM) Student Chapter
- Student Gaming Club
- United Web and Marketing Association
- Weld Club
- Wind Power Association

APPRENTICESHIP

Apprenticeship is an employer-sponsored training program with hands-on training provided by the employer and related training provided at Lakeshore Technical College. Apprentices train for skilled trades in one of three broad categories: Construction, Industrial and Service. The apprentice contract will require attendance at classes where the employer pays working wages while the apprentice is in class (Paid Related Instruction / Day School) and the contract may require attendance at classes where the employer does not pay working wages while the apprentice is in class, (Un- Paid Related Instruction / Night School). It is required that a Bureau of Apprenticeship Standards (BAS) contract be issued to the apprentice from the State of Wisconsin Bureau of Apprenticeship Standards before he or she can be invited to school for the paid related training.

REGISTRATION

Several weeks prior to the start of class, the apprentice and his or her employer will receive information for the semester. Some employers choose to pay for tuition, books, and/or supplies, which is over and above the mandated requirements of the apprentice contract. Please discuss with the employer the apprentice's responsibilities for payment prior to the first day of class. Apprentices who are paying their own fees are encouraged to pay by personal check or credit card.

New apprentices registering for the first time will complete their registration and pay fees on the first day of class in the classroom. Returning apprentices will be registered online for the coming semester near the end of the semester in which they are currently attending. Failure to register or pay fees in a timely manner will result in the apprentice being dropped from the paid related instruction course and may cause cancellation of their contract by BAS.

ATTENDANCE

Because apprentices are paid their working wage to attend related instruction, and in order to progress in the related instruction portion of the apprenticeship, attendance is required. Therefore, it is the apprentice's responsibility to make certain that he or she attends scheduled classes. Should there be difficulties in being released from work, apprentices should contact their Bureau of Apprenticeship Standards (BAS) representative and the Apprenticeship Office located at Lakeshore Technical College.

Notification of every absence from the related instruction (excused or unexcused) is sent to the employer and the BAS. Pay is deducted for the time absent from the paid related instruction. For paid related instruction that is scheduled for a full day, a ten-minute break is provided in the morning and in the afternoon.

APPRENTICE RECORDKEEPING

An apprentice should have a copy of his or her contract, or know where to find it, and review it periodically. Apprentices are required to keep accurate records of work processes and school attendance. In construction trades, a job book is created from the information in the apprentice's contract that lists the various work processes. Each week the apprentice is to record activities under the proper category in this job book. For industrial and service trades, the apprentice and employer determine how work hours are recorded. When the Bureau of Apprenticeship Standards (BAS) district representative or the joint apprenticeship committee reviews apprentice training progress, they will want to see those records. Lakeshore Technical College is not responsible for maintaining the currency of work records.

UN-PAID RELATED INSTRUCTION / NIGHT SCHOOL

The apprentice should check the terms of his or her contract to establish what un-paid related instruction he or she is required to complete on his or her own time and at his or her own expense. Apprentices are required to complete a minimum number of un-paid related classes as outlined for the specific trade.

It is advised that apprentices consult with the joint apprenticeship committee for the specific construction trade, or their employer apprenticeship committee for industrial or service trades, if it is not clear what is required in their un-paid related instruction. Lakeshore Technical College operates an evening schedule for un-paid related instruction in cooperation with other Wisconsin Technical Colleges when scheduling courses in the fall, winter, and spring.

FIRST AID

Some apprentices are required to complete a Standard First Aid/CPR class early on in the term of their contract and are required to keep this certification current throughout the term of their contract. Please check your contract to determine if you are required to complete the course. The apprentice may contact the Red Cross Office in Manitowoc or Sheboygan or register in a class offered by

LTC. When the Bureau of Apprenticeship Standards (BAS) district representative or the Joint Apprenticeship Committee reviews apprentice training progress, they will want to see current Standard First Aid/CPR certification.

STUDENT RECORDS

A permanent student record will be maintained for all students enrolled at Lakeshore Technical College. It is to be understood that this is the only official record of progress and attendance for paid or unpaid related instruction as outlined in the apprentice contract. Copies of grade reports and classroom performance evaluations will be mailed to the apprentice's employer as they are a co-educator in the apprenticeship process. Apprentices will be able to access their academic records online. In that way, both the employer and the apprentice are aware of the educational progress of the apprentice during each term.

JOINT APPRENTICESHIP COMMITTEE – CONSTRUCTION TRADES

Each apprentice can expect to be evaluated at least once, and usually twice, per year concerning progress on the job and in school. The committee will inform the apprentice of his or her evaluation one to three weeks prior to the committee meeting. This meeting is a good time to discuss any problems or difficulties with the training program, paid or unpaid related instruction, or the job.

If an apprentice would like to discuss a problem or issue with his or her Joint Apprenticeship Advisory Committee, he or she may request to appear before the committee by contacting the Apprenticeship Office at Lakeshore Technical College. The apprentice will be placed on the agenda for the next meeting and informed through the mail of the meeting time and place.

EMPLOYER APPRENTICESHIP COMMITTEE – INDUSTRIAL AND SERVICE TRADES

Each apprentice can expect to be evaluated periodically by their employer concerning progress on the job and in school. This meeting is a good time to discuss any problems or difficulties with the training program, paid or unpaid related instruction, or on the job.

GRADUATION BANQUET

Each year Lakeshore Technical College holds an Apprentice Completion Banquet celebrating those apprentices who have successfully completed the paid related instruction portion of their apprenticeship contract. Apprentices successfully completing all of their paid related instruction requirements by the end of the spring semester are eligible for attendance at the banquet in May of that spring.