

Who do I contact if I have questions?

Contact Student Services at 920.693.1109
or 1.888.GO TO LTC, Extensions:

- Admissions..... 1109
- Assessment/Testing..... 1184
- Counseling/Advising..... 1109
- Disability Support Services.....1222
- High School Relations.....1338
- Financial Aid 1718
- Minority Services..... 1120
- Records..... 1888
- Registration..... 1366

1290 North Avenue
Cleveland WI 53015-1414

gotoltc.edu

1.888.GO TO LTC

(1.888.468.6582)

920.693.1000 • TTY: 920.693.8956

NCA-Accredited

Ncahlc.org • 312.263.0456

What can I do on My LTC?

You can do the following and more...

- Apply for admission
- View your **To Do List** items
- Apply/view/accept financial aid
- View your demographic information
- Add/update your emergency contacts
- Update your phone numbers
- Enroll/drop classes online
- View/print your class schedule
- View/print your unofficial transcript
- Request your official transcript
- View and pay your tuition
- View/print your grades
- Search class offerings
- Print your Enrollment Verification

How do I get help?

Contact the 24/7 **Help Desk** at the
following numbers:

- If off campus, call toll-free
1.877.44MYLTC (1.877.446.9582)
- If on campus, dial **#61767**.



Admissions & Email

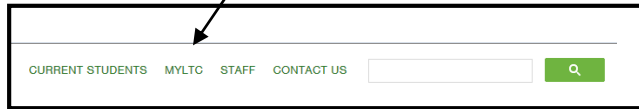
My LTC is your
online resource for
information and
services

LTC is an equal opportunity/access employer and educator.



How do I access My LTC from off campus?

- Go to gotoltc.edu (LTC's website).
- Click the **MYLTC** link located in upper right hand-corner.



How do I sign onto My LTC?

Sign on using your LTC User ID (student ID#) and your password.

If this is your first time using **My LTC** or if you have forgotten your User ID or Password:

- Click on **Need to create a password** to obtain your Sign On.



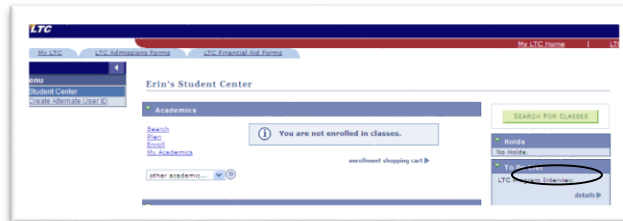
- Complete the requested information and click **Submit**.
- Click on the link **Continue to Home Page** or the link in the email to sign on to **My LTC**.
- Sign on using your LTC User ID and the password you just created.

What is my To Do List?

To Do List items are the admissions requirements that you need to complete before you are admitted into your program.

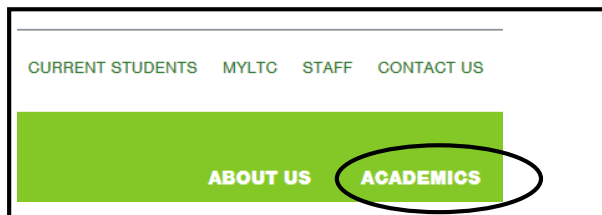
How do I check my To Do List items?

- Log into **My LTC** click on the **Student Center** link from the Self Service Menu.



- Click on the **details** link in the **To Do List** section.

Where do I get the forms to complete my admissions requirements?



- On the **LTC website** home page, click on **Academics**, then **Degree Programs**.
- Click on your program (i.e. Accounting). Select **Admissions Information**. Select the form link that is requested in the letter you received.
- Print the form required, complete it, and submit it to the Admissions Office.

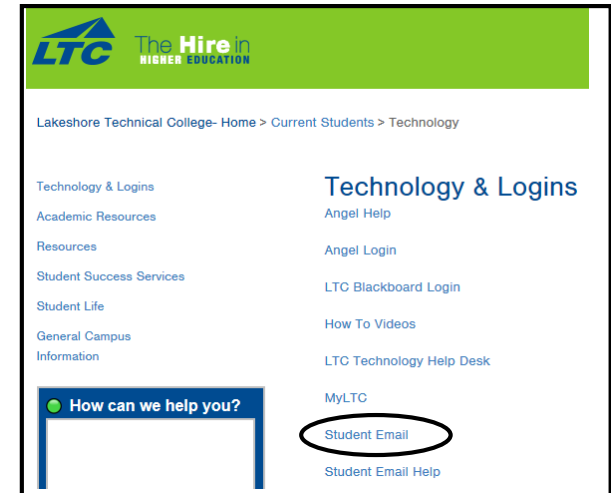
Did you know ...

Email is the official means of communication at LTC?

You have an LTCmail (student email) address.

To access your account:

- On the **LTC Website** home page, click on the **Current Students** section, then select **Technology & Logins** and **Student Email**. You will then be prompted to log in with a user name and password.



- Your email address is your **full last name plus last 5 digits of your LTC student ID# followed by @gotoltc.edu**. Example: John Smith's email address is then smith45678@gotoltc.edu.
- Your initial password is your **full last name + your 8-digit LTC student ID#** (please omit spaces and special characters). (If you are prompted, accept the Terms of Use, then scroll to the bottom of the page to verify and submit. You will be prompted immediately to change your password)

LTC expects students to check their LTC email account weekly to stay current with college-related communication.