

Letter from the President

At Lakeshore Technical College, we pride ourselves in providing students with the skills they need to be successful. Whether you're looking for a new career, or updating skills for an existing one, LTC is the right place to start your future.

When it comes to helping you find career passions or add new skills to your resume, we are ready with hands-on learning that gives you real-world experience while still in the classroom. And our industry-savvy faculty and knowledgeable, caring staff are always ready to help you succeed.

We're proud to say that 81 percent of LTC graduates find work in their field, of which 98 percent are working in Wisconsin, directly impacting the state's economy. In addition, 98 percent of our graduates are satisfied or very satisfied with the education they received at LTC.

While your success as a student is our No. 1 goal, we also are committed to creating a positive environment, working diligently to create a college experience that will take your career to new heights. That's why we have embraced the values of **Community, Attitude, Respect, Environment, and Student success—LTC CARES**. It all adds up to a great place for you to launch your future.

Make your future better at LTC.

Michael A. Lanser, Ed.D.

President

Board Members

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John Lukas	Vice Chair
Jerry Voechting	Secretary/Treasurer
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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 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 days, evenings, and some weekends. 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 9 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 seeks 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 related training. During this time the employer pays the apprentice for the training time. 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.

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AFFILIATION

Lakeshore Technical College is one part of 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/currentstudents/index.php

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 16-week semesters and one 8-week summer session 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; Assessment Services; Diversity Services; Financial Aid; Learning Support Services; Personal, Career, and Academic Counseling; 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.

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 www.gotoltc.edu/areasofstudy/index.php or attend an upcoming event to find the right program for you.

COMPLETE YOUR APPLICATION

Online

You can submit your application online and pay the \$30 program application fee, or \$10 certificate application fee with your credit card through the Wisconsin Technical College system (WTCS) secure site. The application will allow you to select your LTC program and our campus for your application information.

Paper

You can submit your paper application in person or through the mail. The application can be found at http://gotoltc.edu/pdf/admssn_app.pdf. Print, complete and return the application form with the \$30 program application fee, or \$10 certificate application fee to:

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 <http://gotoltc.edu/administration/hours.php>.

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.

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. The information can be found at <http://www.gotoltc.edu/registration/programSheets.php>.

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 ACCUPLACER assessment.
- 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 learned.

- Check your new student email account.
- Join LTC on Facebook.
- Attend Orientation events.
- 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 included).
- 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 either ACT/SAT, COMPASS/ASSET, 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 Scott Lieburn, 920.693.1378, or Jenny Beltran, 920.693.1127.

ASSESSMENT CENTER/TESTING SERVICES

A wide variety of testing is provided including ACCUPLACER-LTC's entrance 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 the Assessment Center at 920.693.1184 for information, testing site options and scheduling.

ADVANCED STANDING BY TEST-OUT

Successful advanced standing by test-out requests receive tuition based upon the refund policy. Additional information on refunds is available on the LTC website: <http://gotoltc.edu/refunds>.

STUDENT SERVICES/STUDENT CENTRAL

Student Services is designed to streamline customer service for a multitude of student transactions. Staff are 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, admissions, Registrar, Manager of Student Services, Learning Support Services Specialist, and Diversity Coordinator

- Obtain student picture ID
- Rent student lockers
- Sign up for student activities and promotional events and purchase related event 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
- Purchase event and movie tickets

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.
- 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 this fee.
- GOAL fee: There is a \$15 fee each semester (\$10 for summer) to enroll in an unlimited number of Basic Skills courses in the GOAL labs.
- Appointment Fee for Testouts – 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 \$102.
- Testout 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 Testing Fee – Students required to take LTC's entrance assessment, ACCUPLACER will be charged \$20. Retests are \$10. Students can take the test three times in three years.
- HESI Fee – Associate Degree Nursing and Licensed Practical Nursing students are required to take exam and the cost is \$32.
- World of Work Career Assessment – This assessment can aid in career selection. The cost of \$30 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 fee required of students involved in identified programs.
- Graduation Processing Fee-A one-time \$25 graduation processing fee is charged to cover the costs of degree processing.
- Transcript Requests - A \$5 fee is charged for transcripts requested in writing, in person, by mail, or by fax. Transcripts are mailed within 48 hours of LTC receiving the request. There will be NO fee for transcripts requested through MyLTC. A \$10 fee is charged for transcripts needed immediately.
- GED/HSED Transcript Requests – A \$5/copy fee is charged for GED/HSED transcripts in writing, in person, by mail, or by fax. A \$10 fee is charged for same/day turnaround requests. This fee is waived if a GED/HSED graduate is attending LTC.

PAYMENT FOR CLASSES

Generally, fees are due at the time of registration. 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.

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. No partial charging will be allowed. 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 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 advanced standing, test out, 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 grade point average (GPA) of at least 2.0 and complete at least 67 percent of their credits attempted to remain in good standing.

New Procedure effective Fall 2011. The new procedure supersedes any previous policy on the web or in print.

Pace measure is based on the number of program credits attempted, not to exceed 150 percent of credits required in the student's program. Also, the student must complete 67 percent of all classes attempted each semester.

Qualitative measure is based on a student's grade point average (GPA). Student must maintain a GPA of 2.0 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 or completes an academic plan. If the student fails to appeal or complete an academic plan, they will only regain financial aid eligibility if they pay for at least six credits on their own and complete them with a minimum 2.0 GPA and 67% attempted courses.

Financial Aid Probation is when the student has an approved appeal and/or has an academic plan. This allows the student to receive one more semester of financial aid.

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 businesses and individuals who elect to invest in their community by supporting technical education, the college, and its students.

LTC scholarship information can be found in the Development 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:

- Meet LTC staff, learn of their roles and how they can help students through to success.
- Discover the benefits in becoming an LTC student.
- Learn how to make college count.
- Get a student photo ID card, parking permit, and emergency card.
- Be introduced to campus policies, procedures, and the student conduct code.
- Receive information and learn the location of relevant information that students may access for future application.
- Increase comfort level for first day of classes at LTC>

REGISTRATION SCHEDULING SESSIONS

Students will be able to meet with counseling/advisement staff to plan their class schedules for the upcoming semester. These sessions will be held approximately four 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 at gotoltc.edu/MyLTC. 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 pre-requisites and co-requisites. To find out if a class you would like to take has a co/pre-requisite, 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 a Counselor or Admissions Specialist. To meet with a Counselor or Admissions Specialist, 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. Or, the information may be included 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 Worksheet* 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. If you do not have your 8-digit student ID, please call **920.693.1109**. **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 <http://gotoltc.edu/pdf/registration/myLTC.pdf> for additional information about **MyLTC**
 - If you have attended Mid-State or Wisconsin Indianhead Technical College, please register by phone.
- **Phone Registration**
 - Hours: 7:30 am - 6:00 pm Mon-Thurs; 7:30 am - 3:30 pm Fri (Note: Waiting times will vary during peak registration times).
 - Call: 1.888.468.6582, extension 1366.
- **In-Person**
 - Hours: 7:30 am - 6:00 pm Mon-Thurs; 7:30 am - 3:30 pm Fri
 - The Registration Desk is located in the lower level of the Lakeshore building in Student Central
 - For directions to LTC, visit <http://gotoltc.edu/campusmap/index.php>.

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
- If you register on or after the stated tuition due date for a semester, payment of tuition & 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 <http://www.gotoltc.edu/registration/print.php>.

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

All students who take credit classes are automatically provided an LTC email account. This email address will remain active for one year after you have stopped taking credit courses.

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 <http://gotoltc.edu/email> 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.

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 veterans 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 veterans service officer for more information.

VETERANS STANDARDS OF PROGRESS POLICY FOR WISCONSIN GI BILL

To obtain the Wisconsin GI Bill tuition/material fee waiver, you are required to maintain satisfactory academic progress in the classes in which you are enrolled. Failure to meet satisfactory progress requirements will result in:

GPA of 1.0 to 1.99 - veterans academic probation during the next semester of enrollment. During the semester you are on veterans academic probation you must achieve satisfactory progress with a 2.0 GPA or lose eligibility for the waiver the following semester.

GPA of .99 or lower - veterans academic suspension. If you earn less than a 1.0 grade point average for any semester, you will lose your eligibility for the tuition/material fee waiver. You can reestablish eligibility by seeking counseling services through your LTC guidance counselor 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 veterans 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 tuition and material fees will be waived by LTC. 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 GPA or greater. You will be able to resume your waiver the semester following this.

If you feel you have extenuating circumstances, you will need to notify the LTC veterans certifying official of the circumstances in writing. The certifying official will forward this to the Financial Aid/Veterans manager, who will make a decision regarding whether the extenuating circumstances are beyond your control.

Notification of extenuating circumstances can be mailed or emailed to:

Veterans Certifying Official
Lakeshore Technical College
1290 North Avenue
Cleveland, WI 53015
Email: finaid@gotoltc.edu

Veteran progress records are maintained according to the college's record retention policy.

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 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:

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

GPA of .99 or lower - veterans academic suspension. If you earn less than a 1.0 grade point average for any semester, you will lose your eligibility for veterans benefits. If you become ineligible for veterans benefits, you can reestablish eligibility by seeking counseling services through your LTC guidance counselor 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 veterans 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 veterans 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 GPA or greater. You will be able to resume your benefits the semester following this.

The law prohibits any payment for a course from which you withdraw or for a course which is not used in computing graduation requirements unless mitigating or extenuating circumstances are shown. You will have one year to retake the course(s) that is required for graduation that has not been satisfactorily completed.

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

CAREER AND PERSONAL COUNSELING SERVICES

Counseling services are available day and evening to assist students with career, educational, and personal concerns. Counselors are available by appointment from 8 a.m. to 6 p.m. Monday through Thursday and 8 a.m. to 3 p.m. Friday. Walk-in counseling services are also available Monday through Thursday from 9 a.m. to 3 p.m.

Career counseling may begin before a student is enrolled and continue while a student is attending LTC. The person's interests, aptitudes, values, goals, and employment experiences are reviewed to assist in making a career decision.

Counseling is provided to assist students in making appropriate career selections considering personal goals.

One exploration opportunity is the World of Work Inventory (WOW). This exploration activity is for individuals interested in making a career change or simply wanting to know more about their general abilities. This comprehensive pencil/paper or internet-based assessment process is designed to help a student learn about career interests, vocational training potentials, general aptitudes, and personal work satisfiers/temperaments.

The WOW will help determine general occupational groupings consistent with the test results. The easy-to-read narrative will identify vocational strengths, sources of additional career information, and occupational clusters to begin the career decision-making process.

This measure is ideal for the self-starter needing very little encouragement. An individual interpretation is available upon request.

The World of Work Inventory may be completed at home, on campus, or on the internet in approximately three hours. There is a nominal fee for completing this process.

Personal, individual 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 academic and career goals. They assist with career planning, program and course selection, and admissions assistance, including financial aid advising. Targeted services are available to single parents, displaced homemakers, and men and women entering nontraditional occupations.

ACADEMIC SKILLS CENTER-CLEVELAND

The Academic Skills 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.

- Math: Fractions, decimals, percents, ratios and proportions, basic algebra, measurements, business math, and math logic.
- Chemistry: Scientific notation, significant figures, conversions, and problem-solving.
- English: Grammar and usage, writing skills, composition, and spelling.
- Reading: Comprehension, vocabulary, and speed development.
- Study Skills: Managing time, note taking, test taking, and critical thinking.

DIVERSITY AND MULTICULTURAL STUDENT SERVICES

LTC supports a climate where all students feel welcome by promoting a diverse teaching, learning, and working environment to prepare students to succeed in a global economy and multicultural society. Diversity Services encourages students to explore their heritage and the heritage of others through on-campus activities.

The Diversity Coordinator is an advocate and resource for multicultural students, acting as a single point contact person for accessing academic and support services every step of the way - from admissions to graduation. Diversity Services offers assistance with:

- Assistance in Career Exploration
- Application for Admission to LTC
- Financial Aid Applications
- Grants and Scholarship Money
- Program Readiness and College Prep
- Choosing and Scheduling Classes
- Getting Help in your Classes
- Finding Success in College
- Dealing with College-Related Issues

In addition, the Diversity Coordinator is the EEO, working to ensure that everyone has equal opportunities at LTC.

DISABILITY SUPPORT SERVICES

LTC employs a Disability Services Coordinator. 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 to 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 Skills Center; LTC Manitowoc and LTC Sheboygan; Admissions, Counseling, Assessment Center, and Career Placement Services; and coordination with high schools, Division of Vocational Rehabilitation, and other community professionals.
- 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.
- Referrals may be made by students, high school teachers/counselors, Division of Vocational Rehabilitation staff, Lakeshore Technical College personnel, and parents. Disability Support Services are provided by Lakeshore Technical College at no cost.

For assistance in any of the above areas, contact Student Services at the LTC Cleveland Campus.

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:

Rivi Hatt, Student Support Services Director
Cleveland Campus, Lakeshore Building
920.693.1690
Rivi.Hatt@gotoltc.edu

Erin Souik, Student Support Services Coordinator
Cleveland Campus, Lakeshore Building
920.693.1653
Erin.Souik@gotoltc.edu

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 **My LTC** 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 testout fees.

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 SERVICES

LTC's Career Placement Services (CPS) 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. Visit gotoltc.edu/careerplacement.
- Access to employers' job openings through TechConnect, the employment information system developed exclusively for Wisconsin Technical College System graduates. Current students have unsecured access to TechConnect from any LTC Cleveland Campus computer and select computers at LTC Manitowoc and LTC Sheboygan. Visit gotoltc.edu/techconnect. Graduating students and alumni are invited to register with techconnectservices@gotoltc.edu for secured, off-campus rights to TechConnect.

LTC MANITOWOC AND LTC SHEBOYGAN

As a partner in the Manitowoc and Sheboygan County Job Centers, LTC offers an open-entry, self-paced 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 instruction for English Language Learners. The course of study is determined on an individual basis as identified by student needs.

Specific classes available through LTC's Basic Skills 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.
- 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 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
- 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.
- The Adult Learning Center, in cooperation with the Sheboygan Area School District, is a family literacy program for parents with children. The program allows the parents and their children to learn together. Classes are offered at the Early Learning Center in Sheboygan only.
- 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 \$15 fee each semester (\$10 in summer) to enroll in an unlimited amount of Basic Skills 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 8:30 a.m. to 3 p.m.; June/July, Monday/Wednesday from 8 a.m. to 2 p.m. The nurse is located in the Health Office, 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 health insurance plan is made available at a nominal 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 health 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

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 shelter instructions posted in each classroom. Once you are in the designated shelter area, you are to remain there until the severe weather has passed. Students are encouraged not to leave the campus while these conditions exist.

SCHOOL CLOSING GUIDELINES

The safety of the staff and students at LTC is our priority. Please use your judgment when deciding to drive during inclement weather conditions. Below are general guidelines that will be followed when deciding to close or delay school.

The following announcement options will be used.

- Delayed opening
- Day and evening classes are cancelled
- Evening classes are cancelled

If school is delayed or cancelled, all campuses will be closed. Students and staff should not report. To the best of our ability, the following announcement timeline will be followed.

- Daytime classes
 - o Decision is made by 6 a.m. and announced by 6:30 a.m.

- o If day classes are cancelled, evening classes are cancelled too.
- o The minimum delay is 2 hours. If a 2-hr delay is announced, LTC will open at 10am.
Scheduled class time before 10am is cancelled. Multi-hour classes scheduled to be in session at 10am will resume when LTC opens at 10am.
- Evening classes
 - o Decision is made by 2:30 p.m. and announced by 3 p.m. The campus will close at 4 p.m.
 - o If weather conditions warrant early dismissal, Evening Operations staff will make a PA announcement to close.
- Weekend classes
 - o Decision is made by 6 a.m. and announced by 6:30 a.m.

Lakeshore Technical College

LTC Alert System

LTC Cancellation Hotline (920) 693.1825
(888) 468.6582

LTC Web Site www.gotoltc.edu

Radio

Cleveland	WLKN	98.1 FM
Manitowoc Area	WHBY	1150 AM
	WCUB	980 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 or foua.hang@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, and the time will be given as to when the switchboard was notified of the absence. This message will be updated as often as necessary throughout the day. The message will state the date and time. If you call in at 3:30 p.m. and the messages states a time of 8:15 a.m., there have been no additions since 8:15 a.m. School closings are also posted on the website at gotoltc.edu.

TELEPHONES

Pay telephones are available on the LTC Cleveland Campus. Three (3) pay telephones are available in the Lakeshore Building: Student Services entrance, Health and Human Services entrance, and outside conference entrance. One (1) pay telephone is available outside the Trade & Industry Building. There is no deposit required for toll-free calls. LTC is part of the TDS telephone company. Calls may also be made from a courtesy phone at 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 and will be removed after 30 days.

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 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 semester. 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 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 landlord. 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, the college has a carpool program, "It's Cool to Pool." Preferential parking is available for carpool participants. Visit gotoltc.edu/carpool to register. Students can also ride the LTC Shuttle that serves both Manitowoc and Sheboygan. Visit gotoltc.edu/carpool/shuttle.php for complete details.

LOST AND FOUND

Lost and found items may be claimed at Student Services upon proper identification by the owner. Valuables will be secured by Campus Police.

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 the Multipurpose Room 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. Regular bookstore hours are 8 a.m. to 6:30 p.m. Monday through Thursday and 8 a.m. to 3:30 p.m. on Friday. Changes in hours for holidays and summer will be announced.

The bookstore offers a mix of new, used and rental textbooks. The bookstore, if meeting the required criteria, will buy back your purchased books every day at wholesale value (up to 35% of selling price). At the end of the fall and spring semesters, adopted class books, if meeting the required criteria, will be bought back at up to half of the retail value. Other products available are general trade books, school supplies, class-specific safety supplies, snacks, calculators, computer supplies, greeting 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

ENTRANCE ASSESSMENT

ACCUPLACER is the entrance assessment LTC administers. This assessment helps determine academic skill in writing, reading, and math. College readiness preparation is available for anyone needing to brush up or build skills in any area.

ACCUPLACER assessments must be completed by the student prior to program acceptance. ACT or completed college courses may waive the assessment requirement.

TRANSFER CREDITS TO LTC

LTC embraces opportunities to provide advanced standing to students with credible learning experiences occurring outside of our classrooms. Credit for prior learning, or advanced standing, may be granted for the following situations:

- Credits earned at other colleges
- Credits earned by high school students
- Credits earned by completing a registered apprenticeship
- Subject area competency demonstrated by passing a district or national examination (test out)
- Previous work experience, education or training, or other prior learning demonstrated as comparable in content and rigor to a specific technical college course or courses.

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.
- 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.

For more information, contact Scott Lieburn, Student Services Manager and Transfer Advocate at **920.693.1378**.

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

Students requesting advanced standing for articulated classes from high schools will find these records on file with the Student Records Office. Following program admission, the classes appear on the individual student transcript.

Advanced-level high school classes may be considered for advanced standing and are recommended on the basis of advanced sequential class completion. (Advanced sequential class completion means that the succeeding class has been taken and has been successfully completed; the preceding class was not taken and will receive advanced standing when the credit award fees are paid.)

LTC will accept high school advanced placement credits for selected advanced placement classes. Students wishing to apply for advanced placement credit must submit a transcript with the exam score, have a score of 3 or higher, and pay the credit award fees.

Youth Apprenticeship classes are generally part of a high school articulation agreement or a statewide Wisconsin Technical College System approved agreement.

PERFORMANCE EXAMINATION

Students may receive credit for life experiences, including work experience, military training, workshops, and seminars, by the demonstration of a skill against curriculum standards or class objectives.

Students attempting performance examinations will be assessed an appointment fee for each class, payable at the time of the request. A credit award fee for the advanced standing credits earned through the performance exam will be charged on a per-credit basis.

Students wishing to attempt a performance examination must meet with the class instructor prior to the time of examination request.

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 Assessment Center for additional information.

Students failing CLEP/DSST exams may retest after six (6) 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 the Assessment Center.

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, regardless of location. 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 (SOFTWARE LEARNING CENTER 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.

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 the Student Services Records Office for processing.

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

ATTENDANCE

It is important that all students enrolled at LTC attend classes regularly to receive the maximum benefit from the educational opportunities provided. However, there are a number of ways in which students might gain the attitudes, knowledge, and skills. Therefore, it is the responsibility of the instructor to establish an attendance policy for the class he/she teaches.

If a student does not attend class sessions in accordance with the class attendance policy and/or if irregular attendance is negatively affecting achievement, that student may be withdrawn from the class.

If referral is made to counseling, the counselor will contact the student regarding consequences of poor attendance and notify the instructor of an improvement plan. An instructor may withdraw the student if poor attendance continues by initiating a drop on the referral form and forwarding it to the Student Services. This date of contact 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 and "C" or higher, P, or TR) required in the prerequisite class.

CLASS ADDITIONS, TRANSFERS, AND WITHDRAWALS

During the first week of the term, a student can be enrolled into a class without approval from the division representative, 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 swap to a class that has already started. Unapproved student enrollments and transfers must be sent to Student Records on a Course Audit/Drop/Swap form.

Students withdrawing/transferring from classes need to either:

- Obtain a Course Audit/Drop/Swap form and return the form to the Student Records Office for processing.
- Drop/Add a class online via MyLTC.

MAKE-UP EXAMS

Any student who misses class on a scheduled examination must receive the 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. All students are required to take final examinations at the times they are scheduled. Failure to take a final examination without reasonable cause will result in a grade of incomplete "IC."

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, education or training, or other prior learning demonstrated as comparable in content and rigor to a specific technical college course or courses.

LTC is as committed to the process of granting credit for prior learning as we are to ensuring that the knowledge, competence, and skills required of the course exist. As we evaluate prior learning experiences, our goal is to transition each learner to the workplace and/or a next educational level with the base knowledge and skills required to succeed.

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, IC, IP, F, LF, N, P, TR, AU, W, WF, and R. 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 IC

- Incomplete
- Awarded 0 grade points per credit
- Not included in GPA
- Student has received additional weeks, at the discretion of the instructor, to complete all the requirements for a grade. The IC grade changes to an LF grade at the end of the succeeding term if there is no other grade given or extension granted (extenuating circumstances excluded).

Grade IP

- In Progress
- Awarded 0 grade points per credit
- Not included in GPA
- Student has time remaining in the next term to complete the class requirements and/or competencies when the class extends past the end of a defined term.

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 by the end of the succeeding 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 R

- Retake
- Awarded 0 grade points per credit
- Not included in GPA
- Student has retaken a class and replaces the lowest grade earned for the class.

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.

Grade AU

- Audit
- Awarded 0 grade points per credit
- Student is enrolled in the class on an "audit" basis. LTC reserves the right to restrict the auditing of certain classes. An auditing student must register and pay the same fees as students enrolled for credit. Written approval must be obtained from the instructor.

A complete grading policy may be obtained in Student Services.

INCOMPLETES

Students receiving an "IC" in classes may have additional weeks, at the discretion of the instructor, to complete all the requirements for a valid grade found on the grading scale. The "IC" grade changes to an "LF" grade at the end of the succeeding term if there is no other grade given or extension granted.

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 the Student Services Records Office, that the original class be changed to a grade of "R" (retake). The retake class carries no grade value and cannot be used for graduation requirements. Transcripts will show "R" but will not show previous grade.

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 for all associate degree and select technical diploma programs.
 - The fee is non-refundable
 - The fee is not required for the following:
 - Any program requiring only one course for completion; ie, Nursing Assistant
 - Farm Business and Production Management program
 - Apprenticeship programs
 - Aid code 18 and 19
- Complete program of study with at least a program grade point average (GPA) of 2.0
- It is recommended that student have at least a grade of C (2.0), P, or TR in technical studies courses. Students and staff are to refer to program handbooks, course prerequisites or program curriculum for variations.
- All associate degree, technical diploma, and certificate students must complete 25 percent of the total program coursework at LTC. This is to include a minimum of 25 percent of the technical occupational courses required to complete the degree or diploma.
- Confirm all mandatory obligations to the college have been satisfied.

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

To transfer to another postsecondary institution, students need to contact the Student Records Office 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 signed 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:

- 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 3.400 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 6 or more term credits and at least a term GPA of 3.400 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 International Honor Society

Phi Theta Kappa is an international honor society for two-year institutions, which recognizes and encourages fellowship among two-year college students. To achieve this purpose, Phi Theta Kappa provides opportunities for developing leadership and service skills, exchanging ideas and ideals in an intellectual climate, developing lively friendships between scholars, and stimulating interest in continuing academic excellence. To be eligible for induction to this honor society, a student must have an overall 3.60 cumulative GPA having completed 12 or more credits in an associate degree program.

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 improves 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.
- Good time management skills.
- Computer skills in email, internet, and basic computer operations.

Classes usually begin at the start of the semester and are completed by the end of semester. 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 may 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

HOURS

Monday - Thursday 7:30 a.m. - 7:30 p.m.

Friday 7:30 a.m. - 3:30 p.m.

Closed Saturdays, Sundays, and holidays. Hours are posted near the library door and subject to change. The library is located on the first floor of the Lakeshore Building at the LTC Cleveland Campus.

CIRCULATION

Students and staff must present an LTC identification card to borrow library materials. Borrowers are responsible for all materials checked out to them.

ORIENTATIONS

Orientation to the Library's resources and services is available upon request. This includes a demonstration of the online card catalog, available online databases, and the electronic reserve system. Group orientations require advance notice.

RESERVES

Heavily used material may be placed on reserve by instructors for limited checkout periods. Instructors will inform students of any materials they have placed on reserve. Request these materials by title at the circulation desk. Some reserve titles may be available online through our electronic reserve system. Electronic reserve materials need a password provided by your instructor for access.

INTERLIBRARY LOAN

Students and staff have virtually unlimited access to the collections of other libraries through the interlibrary loan service. If area libraries are not able to fill a request, the nationwide database is searched in order to locate and obtain the material.

OVERDUES

Responsibility for the prompt return of materials is placed on the borrower.

Materials not renewed or returned by the date due are considered overdue and subject to an overdue service charge as listed. Materials returned damaged are subject to a replacement fee. A hold will be placed on student records if materials have not been returned and/or fees and fines have not been paid in accordance with Library policies. If student records have a hold placed on them, the student will not be allowed to register or receive transcripts, grades, or financial aid. Holds may be cleared by settling obligations with the Library staff.

Type	Loan Period	Overdue Services Charge
Audiovisual Materials	2 weeks	\$.25/day
Books	2 weeks	\$.25/day
Equipment	As designated by library staff	\$1.00/day
Interlibrary Loan Material	As designated by lender	\$1.00/day
Magazines	2 weeks	\$.25/day

Reference Books	As designated by library staff	\$1.00/day
Reserves	As designated by instructor	\$1.00/day
Lost or Damaged Materials		Cost of materials plus accumulated fines

COMPUTER LAB

A computer lab is available for students with internet access and most of the software that is needed for LTC classes. A user name and password are required and will be provided before or at the general college orientation. Printing cost in \$.05 per page with the first \$10 free. When your student account is depleted, you may add monies in \$5 increments by paying at the counter in Students Services or the Library.

E-BOOKS AND REFERENCE E-BOOKS

Our electronic collection contains a growing number of books and reference books. On-and off-campus accessibility is available from the Lakeshore Technical College homepage: <http://www.gotoltc.edu> . Click on "MY LTC" in the upper right hand corner. Log in with your LTC user name and password, click on the "LTC Online Databases" tab. E-Books are located on the left hand side.

ONLINE CARD CATALOG

Our card catalog is available via the internet at <http://ltclib.wctc.edu>. Patrons with a valid student ID card may also access their personal library account, enabling them to see their checked out items, due dates, and accrued fines. Most items can be renewed online, provided there is no hold on the item and the patron has no overdue books and/or fines.

ELECTRONIC DATABASES

On-and off-campus access to electronic databases is available to currently enrolled students via the Lakeshore Technical College home page: <http://www.gotoltc.edu>. Click on "MY LTC" in the upper right hand corner. Log in with your LTC user name and password, click on the "LTC Online Databases" tab.

RENEWALS

Most Library materials may be renewed for one additional loan period. Renewals are not permitted on reserve items, materials requested by another person, or if patron has overdue materials and/or library fines.

Renewals Options

- In person
- Phone: 920.693.1130
- Email: library@gotoltc.edu
- Web access: <http://ltclib.wctc.edu/vwebv/login> or <http://ltclib.wctc.edu>, click on "Review Your Account/RENEW Items."

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 Manager 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 Manager. 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.

Step 1- Investigation

- The Division Dean/Manager and/or Student Services Manager will conduct an investigation of the alleged conduct within five (5) school days of the incident to determine the facts surrounding the alleged violation.
- Interviews will be conducted with the student(s) involved and appropriate staff, as necessary.

Step 2 – Sanctions

- At the conclusion of the investigation, but no later than five (5) school days after conducting the investigation, the Division Dean/Manager and Student Services Manager will prepare a written report, to include copies of any statements which may have been obtained, together with relevant documents, such as photographs and references to electronic documents.
- If the student(s) admits to engaging in the misconduct or the Division Dean/Manager and Student Services Manager or designee concludes that the student is guilty of the alleged misconduct, they will impose appropriate discipline, ranging from written letter of reprimand to suspension.
- The Division Dean/Manager and Student Services Manager or designee will provide a written notice of disciplinary action to the student, describing the discipline administered and the right of the student to appeal the decision.
- If the Division Dean/Manager and Student Services Manager or designee concludes that a student should be expelled from the College, they will within five calendar days forward a written recommendation for expulsion to the Vice President of Instruction.
- The Vice President of Instruction in consult with legal counsel will act upon the recommendation.

Step 3- Disciplinary Hearing

- If the student(s) denies responsibility for the alleged misconduct or objects to the discipline imposed, the student may present a written request for hearing to the Student Services Manager.
- A disciplinary hearing will be conducted before the Code of Conduct Committee within ten (10) school days following receipt of a written request.

When conducting a disciplinary hearing, the following procedure will be used:

- At least three (3) days before the hearing, the student will be given written notice of the hearing date and the alleged violations of the Student Conduct Code.
- If more than one student has been accused of a violation of the code, separate disciplinary hearings will be held with the Code of Conduct Committee.
- The student can seek advice from a College Counselor and/or request his/her presence at the hearing.
- The disciplinary hearing will provide the student the opportunity to present all pertinent information. The student may also present statements from persons who witnessed, or who have direct knowledge of the alleged conduct at issue.
- The disciplinary hearing will not be open to the public, nor shall appearances by legal counsel be part of the hearing process.
- The Code of Conduct Committee will consist of three members appointed by the Vice President of Instruction to include one representative from the division/department as deemed appropriate.
- The Student Services Manager will serve as Committee chair to conduct the hearing.

Step 4 - Disciplinary Hearing Decision

- At the conclusion of the disciplinary hearing, the Code of Conduct Committee will review all relevant documentation and render a decision.
- The Student Services Manager will prepare a written decision on behalf of the Code of Conduct Committee.
- The decision will be issued to the student within five (5) school days of the hearing.

Step 5 – Student Appeal of Disciplinary Hearing Decision

- The student(s) may only appeal the decision of the Code of Conduct Committee on the basis that the disciplinary hearing process was not followed.
- He/she must submit a written appeal to the Vice President of Instruction within five (5) school days after receipt of the decision.
- The appeal request must include documentation that the process was not followed.

Step 6 – Appeal Conference & Final Decision

- The Vice President of Instruction will meet with the student(s) to review the documentation that substantiates the process was not followed.
- Following the appeal conference, the Vice President of Instruction will review all relevant documentation and statements and prepare a written decision within ten (10) school days. The decision of the Vice President of Instruction is considered final.

The Vice President of Instruction may extend any time limit under the Student Conduct Code for good cause, upon the request of a member involved in the disciplinary action.

When the appeals process timeline prevents a decision to be made prior to the next scheduled class(es), an administrative decision will be made by the Vice President of Instruction to allow or not allow the student to start his/her next class(es) until a final decision is made.

Note: Copies of all documents related to student violation(s) of the Student Conduct Code and penalties imposed will be placed in the student's file. The Student Services Manager will inform the appropriate employees of the result of each step of the process.

In the absence of the Division Dean/Manager, Vice President of Instruction, or Student Services Manager a designee will be assigned.

STUDENT FINAL GRADE APPEALS

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 Office no later than twenty-one (21) school days following the submission of the final course grade. However, before any appeal is filed with the Student Services Office, 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

The student must contact the Division Dean or Associate Dean within ten (10) school days and may proceed to Step 2.

Step 2

Should efforts of resolution at Steps 1 fail, a student shall submit his/her written appeal, along with any appropriate documentation, to the Student Services Office. The Manager of Student Services will then review the 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 following the receipt of the written appeal. If, however, the matter requires further clarification or information, the Manager of Student Services may:

- (a) direct the appeal back to the appropriate Division Dean for further consideration or
- (b) convene an Internal Investigative Committee.

The committee will be comprised of one Division Dean, one LEA faculty member who is not a member of the instructional department from which the dispute arises, and two students Student Government Association officers. Alternates shall be identified in each of these groups in the event that one or more members of the committee need to excuse him or herself to ensure impartiality. The Committee will be convened within ten (10) school days to review the appeal.

Step 3

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.

Step 4

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 receipt of the committee's decision.

The student(s) may only appeal the decision of the Internal Investigative Committee on the basis that the process was not followed. The appeal request must include documentation that the process was not followed.

Step 5

The Vice President of instruction will meet with the student(s) to review the documentation that the process was not followed.

Following the appeal conference, the vice president of instruction will review all relevant documentation and statements and prepare a written decision within ten (10) school days. The decision of the vice president of instruction is considered final.

The vice president of instruction may extend any time limit under the student conduct code for good cause, upon the request of any concerned person.

When the appeals process timeline prevents a decision to be made prior to the next scheduled classes, an administrative decision will be made by the Vice President of Instruction to allow or not allow the student to start their next classes until a final decision is made.

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 education records within 45 days from the day the college receives a request for access. You should submit to the Student Records office or the Registrar written requests that identify the record(s) you wish to inspect.
- 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 College Registrar, clearly identify the part of the record you want changed and why it is inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in the student's education 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 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 college has designated the following information about you as directory information: name, address and telephone number, student email address, date and place of birth, field(s) of study, dates of class enrollment, 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, 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 the Student Records office in writing. A form for Authorization to Release Confidential Information is also available from the Student Records office.

- 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.

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, LTC may disclose records to other educational agencies or institutions that have requested the records and in which the student intends to enroll or receive services.

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 support 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 contract 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.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

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 subelements 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 Manager of Student Services 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, or shops, 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. 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.

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.

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 and informal 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.

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 distributed 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.

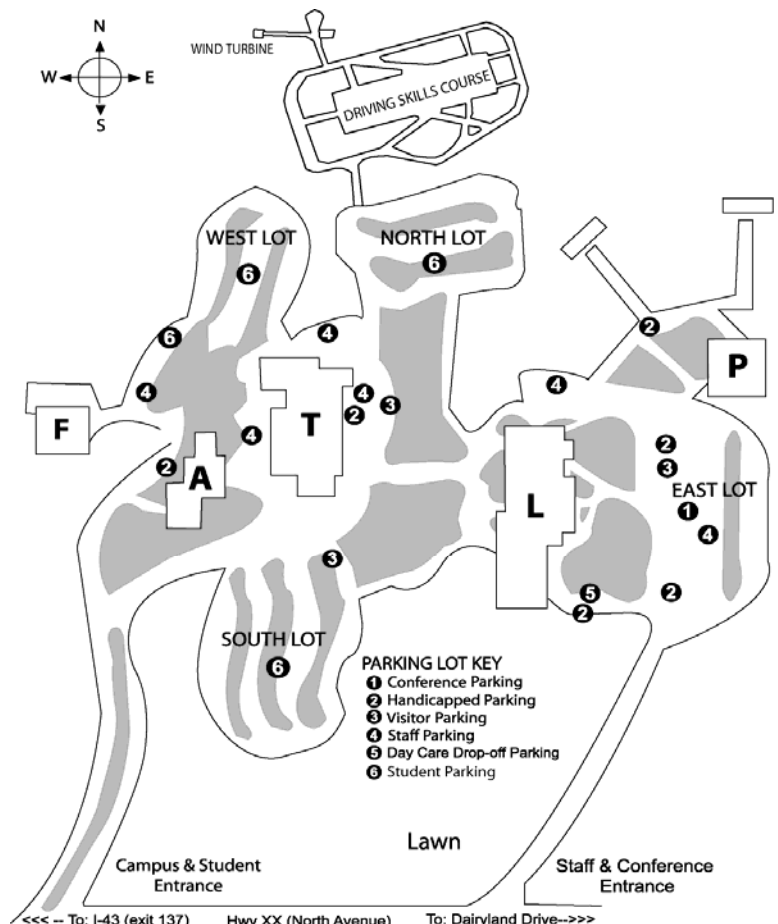
Individuals should dial 9-911 from LTC in-house phones in an emergency situation and then contact the Switchboard by dialing "0".

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.



MOTOR VEHICLE REGULATIONS

BUILDING/ROOM KEY	
A-Agriculture & Apprenticeship Building	P-Public Safety Training Center
F-Flexible Training Arena	T-Nierode Trade & Industry Center
L-Lakeshore Building	

1. LTC has three parking permits:
 - A. Permits for student parking.
 - B. Permits for staff parking.
 - C. Permits for temporary parking.
2. All students are required to register vehicles at Student Services in the Lakeshore Building. The permit is good for the current school year attending. All staff are required to register their vehicle(s) with Human Resources. The parking permit is to be displayed from the rearview mirror. The permit is not transferable.
3. 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.
4. The enforced speed limit for vehicles operated on campus is fifteen (15) miles per hour.
5. Parking Regulations and Violations:
 - A. All roadways and building approaches are considered lanes. Parking in these areas is prohibited.
 - B. Student parking on the north side of the Lakeshore Building and in the east parking lot behind the Lakeshore Building is prohibited between 7 a.m. and 5:30 p.m. After 5:30 p.m., the east parking lot is open to student parking.
 - C. Parking on lawns and/or sidewalks is prohibited.
6. Student vehicles should use the first entrance from Interstate-43 marked "Campus Entrance".
7. Bicycle parking racks are available in the south parking lot, and the east side and north side of the Lakeshore Building.
8. 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 IV., A., of this policy will result in disciplinary action under section VI., below.

VII. SUSPENSION OF PRIVILEGES BY MANAGER OF STUDENT SERVICES

- A. The College's Manager of Student Services 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 Manager of Student Services 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 Manager of Student Services' immediate supervisor if the student is dissatisfied with the outcome of the meeting.
- B. The Manager of Student Services 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 Advisor. Meetings are held once a month during the school year.

LTC A-TEAM (STUDENT AMBASSADORS)

The LTC A-Team (A stands for Ambassador) 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 A-Team members are paid an hourly rate for their services.

LTC A-Team Mission:

- Promote LTC to prospective students and the community through campus events/activities.

- Convey a positive image of LTC at all times.
- Assume student body leadership roles.

WISCONSIN TECHNICAL COLLEGE SYSTEM (WTCS) STATE AMBASSADOR PROGRAM

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

State Ambassador nominations come from 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, attendance, leadership, and extracurricular activities. The State 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 CLUBS

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

Descriptions of clubs/associations are available online at the Current Students page of the LTC Website at gotoltc.edu.

- Auto Collision Club
- Auto Tech Club
- Business Professionals of America
- Criminal Justice Student Association
- Dairy Club
- Dental Assistant Club
- Dental Hygiene Club
- Disc Golf Club
- Emergency Medical Services (EMS) Student Association (Inactive 2010-11)
- Farm Business & Production Management Club
- Future Teachers Club
- Gay-Straight Alliance (Inactive 2010-11)
- Hospitality Sales and Marketing Association International (HSMIA) Collegiate Chapter
- Industrial Maintenance Club (Inactive 2010-11)
- Information Technology (IT) Club
- International Bridges Club
- LCSNA (Lakeshore Chapter of the Student Nurses Association)
- Machine Tool Club (Inactive 2010-11)
- Mechanical Design Club
- Medical Assistant Club
- Medical Administrative Specialist/Transcriptionist (MAST) Club
- Nontraditional Occupations Club (Inactive 2010-11)
- Paralegal Student Association
- Phi Theta Kappa Honor Society—Beta Lambda Sigma Chapter
- Society of Human Resource Management (SHRM) Student Chapter
- Student Impact Club
- Students for Diversity Club (Inactive 2010-11)
- Student Veterans Association
- Supply Chain Management Club (Student APICS Chapter)
- Sustainability Club
- Weld Club

- Wisconsin Marketing & Management Association (WMMA/Marketing Club) (Inactive 2010-11)

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, (Non- Paid Related Instruction / Evening / 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 Division 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 her or his employer will be sent 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 be cause for the cancellation of the individual by the state.

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 their 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.

NON-PAID RELATED INSTRUCTION / EVENING / NIGHT SCHOOL

The apprentice should check the terms of his or her contract to establish what non-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 non-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 non-paid related instruction. Lakeshore Technical College operates an evening schedule for non-paid related instruction in cooperation with other Wisconsin Technical Colleges when scheduling courses in the fall, winter, and spring.

FIRST AID

All 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. 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 her or his 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 on 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 apprenticeship committee 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.