



A member of Minnesota State



2019-2020 **Student Planner**



StarID: _____

Email and 0365 Login: _____@go.minnstate.edu
(StarID)

Email Address: _____@my.lsc.edu
(firstname.lastname)

Tech ID: _____

NOTE: Your StarID password will expire every 180 days. To update your StarID password, go to the StarID Self-Service Website at starid.minnstate.edu.

FSA ID: _____
(ID for logging into FAFSA)



MINNESOTA STATE

An affirmative action, equal opportunity employer and educator

Table of Contents

President's Letter	5	June 2020	30-31
Important Contact Information.....	6	July 2020	32-33
Important Academic Dates.....	7	LSC Campus Information	34-36
Academic Calendar	8-9	Degree Requirements	37
August 2019	10-11	Online Services.....	38
September 2019.....	12-13	Add/Drop/Withdraw	39
October 2019	14-15	Total Withdrawals	40
November 2019	16-17	FN Grades	40
December 2019.....	18-19	Payment Policies.....	40-41
January 2020	20-21	Academic Standing	41-42
February 2020	22-23	Financial Aid	42-43
March 2020.....	24-25	Books.....	44-45
April 2020	26-27	Student Rights.....	45-46
May 2020.....	28-29	Career Training Centers.....	47





Greetings from Lake Superior College!

At Lake Superior College, we understand that we are here because of and for our students. We strive to provide a friendly and flexible learning environment for students from a variety of backgrounds and abilities.

You will find courses offered in a variety of formats — we are proud to have one of the largest online learning communities in the Minnesota State system. LSC has an extensive offering of pre-baccalaureate majors for students interested in transferring to four-year educational institutions. We have more than 70+ career and transfer programs to choose from in your studies. We also partner extensively with local business and industry to provide customized workforce training.

At LSC, we focus on helping students feel like a part of our campus community while supporting student success in our larger communities through innovative programming and service learning projects. Many of our programs feature internship and clinical opportunities.

Our Student Life Center helps students stay connected to the campus and each other through more than 35 active clubs and organizations and dozens of activities during the academic year.

Part of being a community means we support each other. Our faculty will get to know you and care about your success. We have a wide range of academic support services available. Advising, counseling and financial aid information can be found in Student Services. One-on-one peer and professional tutoring and study groups can be found in our Tutoring and Learning Center.

We look forward to you joining our campus community, whether it's through on-ground classroom learning or through our e-Campus online classes. Best of luck with your academic journey!

Important Contact Information

Area code 218 unless noted.

General Information/Main Campus.....	733-7600
Student Services.....	733-7601
.....	FAX: 733-5945
Child Care (Creation Station).....	733-7647
Customized Training & Community Education.....	723-5924
Disability Services.....	733-7650
Information Desk.....	733-7611
Intercultural Center.....	733-6960
Tutoring and Learning Center.....	733-5927
Library.....	733-5912
LSC Foundation.....	733-7707
LSC Store.....	733-7706
Security.....	733-6911
Student Life (Lost and Found).....	733-7799
Student Payment Office.....	733-7610
Student Employment.....	733-6976
Student Senate.....	733-7659
TRIO Student Support Services.....	733-7727
Technology Support Center.....	733-1016
Veterans Center.....	733-7604
Wellness Center.....	733-7605

Career Training Centers

Center for Advanced Aviation (CAA)

Aviation programs..... 733-7735

Downtown Duluth Center (Manufacturing Programs)

Machine Tool/Welding/CAD..... 733-7676

Emergency Response Training Center (ERTC)

Firefighting/EMT/Truck Driving programs..... 733-1074

Emails

Admissions.....admissions@lsc.edu

Professional Advising Team..... pat@lsc.edu

Career Services.....careerservices@lsc.edu

Financial Aid..... studentfa@lsc.edu

Records..... registrar@lsc.edu

Student Payment Office..... billing@lsc.edu

Technology Support..... connect@lsc.edu

Important Academic Dates and Deadlines 2019-2020 School Year

Fall Semester Begins August 26	
First drop for non-payment	08/27/2019
Last day to drop/add - Fall	08/30/2019
End of full refund for Fall	08/30/2019
Drop for non-payment - Fall	08/30/2019
End of 75% refund period	09/09/2019
End of 50% refund for TOW	09/16/2019
End of 25% refund for TOW	09/23/2019
Fall grad requests due	12/01/2019
Spring/Summer registration: Disabilities/SSS	10/21/2019
Spring/Summer registration: 45+ creds	10/23/2019
Spring/Summer registration: 30+ creds	10/25/2019
Spring/Summer registration: 15+ creds	10/28/2019
Spring/Summer registration: 1+ cred	10/30/2019
Spring/Summer reg.: Currently enrolled	11/01/2019
Spring/Summer registration: New Student	11/04/2019
Spring/Summer reg.: New non-degree	11/12/2019
Last Day to Withdraw - Fall	Varies
Spring Semester Begins January 13	
First drop for non-payment - Spring	01/14/2020
Drop for non-payment - Spring	01/17/2020
End of 100% refund for Spring	01/17/2020
Last day to drop / add - Spring	01/17/2020
End of 75% refund period for TOW	01/27/2020
End of 50% refund for TOW	02/03/2020
End of 25% refund for TOW	02/10/2020
Spring/Summer grad request due	03/31/2020
Fall Registration: Disabilities/SSS	03/25/2020
Fall Registration: 45+ creds	03/27/2020
Fall Registration: 30+ creds	03/30/2020
Fall Registration: 15+ creds	04/01/2020
Fall Registration: 1+ cred	04/03/2020
Fall Registration: Current	04/06/2020
Fall Registration: New Student	04/08/2020
Fall Registration: New non-degree	04/15/2020
Last Day to Withdraw - Spring	Varies
Summer Semester Begins June 1	
First drop for non-payment - Summer	06/02/2020
Drop for non-payment - Summer	06/05/2020
Last day to drop / add - Summer	06/05/2020
End of 50% refund for TOW	06/12/2020
Last Day to Withdraw - Summer	Varies

August 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21 DF (1)	22 DA (1)	23 DA (2)	24
25	26 Fall Start	27	28	29	30	31

September 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 Labor Day Holiday	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26 (1)	27	28
29	30					

October 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 Student Success	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17 Education Minnesota	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11 Veteran's Holiday	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30 Thanksgiving Holiday

December 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17 Test	18 Test	19 Test	20 Test	21
22	23 DF (2)	24-25 Winter Break		26 Holiday	27	28
29	30 Winter Break	31				
DA = Administratively Assigned Duty Days						Orange = Class Day
DF = Faculty Assigned Duty Days						

January 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 Holiday	2 Winter Break	3	4
5	6 Winter Break	7	8	9 DA (3)	10 DF (3)	11
12	13 Spring Start	14	15	16	17	18
19	20 MLK Holiday	21	22	23	24	25
26	27	28	29	30	31	

February 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
		Caucus Day				
9	10	11	12	13	14	15
		Student Success				
16	17	18	19	20	21	22
	President's Holiday					
23	24	25	26	27	28	29

April 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
					DA (4)	
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

June 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
	Summer Start					
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
	DA = Administratively Assigned Duty Days					Orange =
	DF = Faculty Assigned Duty Days					Class Day

March 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
	Spring Break					
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

May 2020						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
			Test	Test	Test	Test
17	18	19	20	21	22	23
	DF (4)	DF (5)				
24	25	26	27	28	29	30
	Memorial Day					
31						

July 2020							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
			1	2	3	4	
					July 4th Observed		
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
					Summer End		
26	27	28	29	30	31		
				Fall	Spring	Total	
				Class Days	75	79	154
				Test Days	4	4	8
				Duty Days	4	5	9
				TOTALS	83	88	171

August 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
4	5	6	7
11	12	13	14
18	19	20	21 Faculty Assigned Duty Day
25	26 Fall Semester Begins	27 1st drop for non-payment*	28

August 2019

THURSDAY	FRIDAY	SATURDAY	NOTES
1	2	3	
8	9	10	
15	16	17	
22	23	24	
Administratively Assigned Duty Day	Administratively Assigned Duty Day		
29	30	31	
	Last day to drop/add classes 2nd drop for non-payment*	*Do not use this deadline to manage your enrollment. If you do not plan to attend you must be sure your classes are dropped by August 30 to avoid financial liability.	

September 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
1	2 Labor Day No classes Offices Closed	3	4
8	9 End of 75% refund for total withdrawal	10	11
15	16 End of 50% refund for total withdrawal	17	18
22	23 End of 25% refund for total withdrawal	24	25
29	30	31	

September 2019

THURSDAY	FRIDAY	SATURDAY	NOTES
5	6	7	
12	13	14	
19	20	21	
26	27	28	

October 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
		1 FAFSA available for next year!	2 Student Success Conference
6	7	8	9
13	14	15	16
20	21 Spring/Summer registration opens SSS/Disabilities	22	23 Registration opens 45+ credits earned
27	28 Registration opens 15+ credits earned	29	30 Registration opens 1+ credits earned

October 2019

THURSDAY	FRIDAY	SATURDAY	NOTES
3	4	5	Spring/Summer registration opens this Month
10	11	12	
17	18	19	
No classes Offices open	No classes Offices open		
24	25	26	
	Registration opens 30+ credits earned		
31			

November 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
3	4 Registration opens for new students	5	6
10	11 Veteran's Day No Classes Offices Closed	12 Registration opens new non-degree students	13
17	18	19	20
24	25	26	27

November 2019

THURSDAY	FRIDAY	SATURDAY	NOTES
	1 Registration opens for currently enrolled	2	Check withdrawal deadlines
7	8	9	
14	15	16	
21	22	23	
		*Most classes have a withdrawal deadline in mid November. Check the schedule if you are considering a withdrawal.	
28	29	30	
Thanksgiving observance No classes Offices closed	Thanksgiving Break No classes Offices closed		

December 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
1 Fall Grad Requests Due	2	3	4
8	9	10	11
15	16	17 Finals	18 Finals
22	23 Faculty Assigned Duty Day	24 Winter Break	25 Christmas Offices closed
29	30	31	

December 2019

THURSDAY	FRIDAY	SATURDAY	NOTES
5	6	7	
12	13	14	
19	20	21	
Finals	Finals		
26	27	28	

January 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
			1 New Year's No classes Offices closed
5	6	7	8
12	13 Spring Semester starts	14 1st drop for non-payment*	15
19	20 Martin Luther King Jr. Holiday No Classes Offices Closed	21	22
26	27 End of 75% refund for total withdrawal	28	29

February 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
2	3 End of 50% refund for total withdrawal	4 Caucus Day No Classes after 6:00pm	5
9	10 End of 25% refund for total withdrawal	11 Student Success Conference	12
16	17 President's Day No classes Offices closed	18	19
23	24	25	26

February 2020

THURSDAY	FRIDAY	SATURDAY	NOTES
		1	
6	7	8	
13	14	15	
20	21	22	
27	28	29	

March 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
1	2	3	4
8	9 Spring Break No classes Offices open	10	11
15	16	17	18
22	23	24	25 Fall registration opens SSS/ Disabilities
29	30 Registration opens 30+ credits earned	31 Spring/Summer grad requests due	

March 2020

THURSDAY	FRIDAY	SATURDAY	NOTES
5	6	7	Fall registration opens
12	13	14	
19	20	21	
26	27	28	
	Registration opens 45+ credits earned		

April 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
			1 Registration opens 15+ credits earned
5	6 Registration opens for current students	7	8 Registration opens for new students
12	13	14	15 Registration opens for new non-degree students
19	20	21	22
26	27	28	29

April 2020

THURSDAY	FRIDAY	SATURDAY	NOTES
2	3 Registration opens 1+ credits earned	4	Fall registration opens Check withdrawal deadlines
9	10 Administratively Assigned Duty Day	11	
16	17	18 *Most classes have a withdrawal deadline in mid-April. Check the schedule if you are considering a withdrawal.	
23	24	25	
30			

May 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
3	4	5	6
10	11	12	13 Finals
17	18 Commencement Faculty Assigned Duty Day	19 Faculty Assigned Duty Day	20
24	25 Holiday Memorial Day Offices closed	26	27

May 2020

THURSDAY	FRIDAY	SATURDAY	NOTES
	1	2	Congratulations Graduates
7	8	9	
14	15	16	
Finals	Finals	Finals	
21	22	23	
28	29	30	

June 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
	1 Summer session begins	2 1st drop for non-payment*	3
7	8	9	10
14	15	16	17
21	22	23	24
28	29	30	31

June 2020

THURSDAY	FRIDAY	SATURDAY	NOTES
4	5	6	Check withdrawal deadlines
	Last day to drop/add classes 2nd drop for non-payment*		
11	12	13	
	End of 50% refund for total withdrawal		
18	19	20	
25	26	27	
*Do not use this deadline to manage your enrollment. If you do not plan to attend you must be sure your classes are dropped by June 5 to avoid financial liability.			

July 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
			1
5	6	7	8
12	13	14	15
19	20	21	22
26	27	28	29

July 2020

THURSDAY	FRIDAY	SATURDAY	NOTES
2	3	4	
	Independence Day Holiday Observed No Classes Offices Closed		
9	10	11	
16	17	18	
23	24	25	
	Summer Session ends		
30	31		

CONNECT & EXPLORE

The Campus

"S" BUILDING

Student Services: S105

Phone: 218-733-7601

If you need something and don't know where to go, The Student Services Center is a great place to start. In the Student Services Center, you will find the following departments:

Admissions: The Office of Admissions processes applications, coordinates assessment testing, takes incoming transcripts, and facilitates recruitment efforts.

Advising: Professional advisors are available to assist current and prospective students with academic planning, degree requirements, basic financial aid inquiries, petitions, warning, probation, and registration.

Counseling Services: Our counselors are professionally trained and credentialed to provide you with support and guidance in the areas of academics, career planning and personal concerns that may affect your academic success. Counseling Services at Lake Superior College are free and confidential.

Financial Aid: The Financial Aid department at LSC guides students through the process of applying for and receiving federal and state financial aid funding. These funds are used to assist students with their educational costs while enrolled at LSC.

Records & Registration: The Records department is responsible for maintaining all student academic records for the college as well as serving as your resource for records and registration related questions such as: commencement, credit transfer for incoming students, degree audits, enrollment/degree verifications, graduation requests, and transcript requests.

Disability Services: S155

Phone: (218) 733-7650 or MRS (800) 627-3529

Lake Superior College provides access to programs, services, and activities to students with documented disabilities, as required by law. Reasonable accommodations may include test taking accommodations, alternative text, early registration, sign language interpreters and adaptive equipment.

Student Payment Office: S180

Phone: 218-733-7610

The Payment Office processes student payments including tuition, class fees, application fees, and transcript fees. The Payment Office can answer questions related to BankMobile accounts, student accounts, student payment plans, and student payroll.

"C" BUILDING

Wellness Center: C110

Phone: 218- 733-7605

At Lake Superior College, we value the health and wellness of our students and staff. Our newly remodeled Wellness Center features a wide variety of cardiovascular,

strength and resistance training equipment and recreational fitness classes. Free to all current LSC students! To use the Wellness Center, present your LSC Student ID, sign-in, have proper fitness attire, and clean gym shoes. Shower and gym lockers available in restrooms across from WC. Key lockers available for use inside center.

“L” BUILDING

Campus Security Services: L Building Entrance

Phone: (218) 733-6911

To report criminal activities, unsafe situations, and emergencies, or to request assistance or a security escort, contact Campus Security.

LSC Emergency Notification System:

Sign up at <https://lsc.bbcportal.com/Entry> to receive messages for critical announcements or alerts. (School closings, etc.)

Information Desk L150

Phone: 218-733-7611

The Information Desk is available for general information about campus.

Career Services Center: L150

Phone: 218-733-7717

Career Services connects students with campus and community employers in a variety of ways, including Career Fairs on campus, an up-to-date job board near the center as well as resume and cover letter assessment and assistance. Career Services also assists graduates in their search for employment in their field.

Library: L170

Phone: 218-733-5912

The Erickson Library serves the academic needs of the campus population. Our staff members can help assist students with their research efforts. Students can also reserve quiet study spaces for individual and group work.

TRIO Student Support Services: Second Floor L290

Phone: 218-733-7727

TRIO SSS is a program funded by the U.S. Department of Education and provides academic advising to enhance educational success. These services are free of charge to eligible students.

Veterans Resource Center: L160

Phone: 218-733-7604

This center is designed to support our student veterans and their families. The Center integrates services to help VA students access their educational benefits and navigate through their college career at LSC.

“M” BUILDING

Intercultural Center: M150 and M155

Phone: 218-733-6960

The Intercultural Center provides a connecting point for students of all cultural backgrounds and a supportive atmosphere in which human diversity is recognized, respected and nurtured. The Center also provides a number of resources including: confidential support and personal advising to help balance personal, family, and

educational concerns, advocacy and referral to college and community resources as well as access to a free private phone and campus food shelf.

LSC Store: Second Floor M260

Phone: 218-733-7706

The LSC Store has everything students need for success, including new and used textbooks, backpacks, school and art supplies, and required specialty tools and equipment for certain occupational classes.

LSC Café: Second Floor M270

Yummy food is served up every day that classes are in session at the LSC Café.

Tutoring and Learning Center: Second Floor M202, M210, M213, and M226

Phone: 218-733-7671

Lake Superior College's Tutoring and Learning Center is a place to find free tutoring in many subjects as well as access to a variety of academic resources. Tutoring is available on-campus as well as online. Tutoring is provided by professional and student peer tutors.

Technology Help Desk: M125

Phone: 218- 733-1016

The Technology Help Desk can assist you with your LSC Accounts – StarID, LSC Email, D2L Brightspace/e-Campus, e-Services, software, printing accounts, and scanning. You have access to 15 computers/laptops and laptop workspaces. LSC has campus-wide wireless access as well!

Student Life: M130

Phone: 218-733-7799

Student Life - It's about leadership, friendship, fitness and fun!

Join a campus club or start your own! Be prepared to engage in the campus community, learn leadership skills and build your resume! Share your ideas and organize entertaining activities with the Event Planners Board or represent students on campus and at the state capitol by serving on the Student Senate. Stay fit for free by playing co-ed volleyball, soccer or rock climbing. Try kayaking and dogsledding or check out the disc Golf Course or Miller Creek Hiking Trail.

New students will visit Student Life to receive an LSC Student ID Card, which also serves as a Wellness Center ID and Library card. Students will also get their bus pass in Student Life. There is a \$10 fee for replacement cards.

Need a place to store your stuff? Rent a locker from Student Life for \$10 a semester, \$20 per year (including summer session) and \$5 for summer session only.

"T" BUILDING

Creation Station Child Care Center: T150

Phone: Bernie and Julie Walker: 218-733-7647

The Creation Station Daycare is an on-campus childcare facility. The daycare is licensed by the Minnesota Department of Human Services to care for children ages 33 months to seven years. Childcare is available for faculty, staff and students of Lake Superior College, as well as the general public. Registration and fee information can also be obtained via email to creation@lsc.edu.

Achieve Academic Success

Meeting Degree Requirements

Program Guide:

Your program guide offers a list of the classes/credits required for your degree, certificate or diploma. You are given a program guide at your Orientation session. If you need another copy of the guide, you can get one online at this web address: <https://degrees.lsc.edu/program-guides>.

Program guides can change from year to year, but you will be working on the requirements of your program at the time of entry into the school (in other words, the program guide that was current the semester you started). This is called your planner year. When you are looking at degree requirements, you want to be sure you are using the guide for your planner year (Spring 2017, for example).

Degree Audit Report (DARS):

Your Degree Audit Report is a customized electronic report of your degree progress. It keeps track of completed courses (including transfer courses), current (in progress) classes, as well as requirements still needed for graduation. It is the student's responsibility to use the program guides and their own personal Degree Audit Report to complete the correct degree requirements. It is an academic advisor's role to assist a student who comes in with questions about their degree requirements, classes, DARS, and/or program guide.

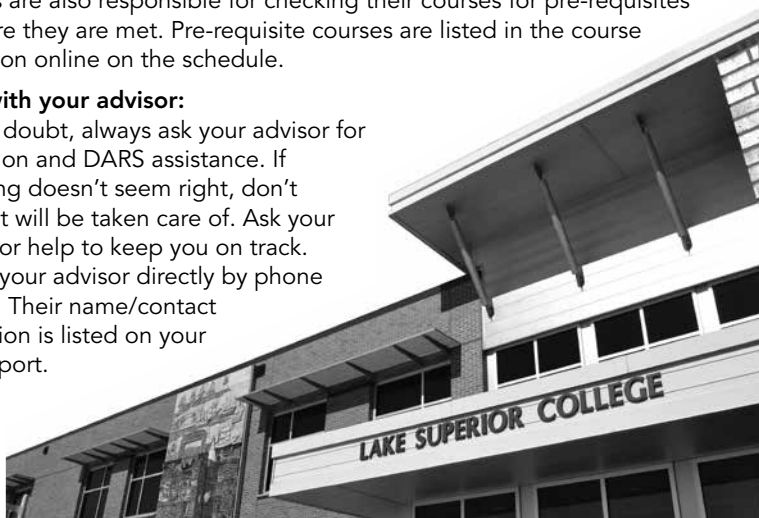
Register carefully:

Students should not assume that the system will stop them from registering for the wrong classes, the system for registration is not able to do that. Additionally, students should not assume they will be contacted by their advisor if they are registered incorrectly. It is your responsibility to understand your program's requirements and register accordingly. It is an advisor's responsibility to help you.

Students are also responsible for checking their courses for pre-requisites to be sure they are met. Pre-requisite courses are listed in the course description online on the schedule.

Check with your advisor:

When in doubt, always ask your advisor for registration and DARS assistance. If something doesn't seem right, don't assume it will be taken care of. Ask your advisor for help to keep you on track. Contact your advisor directly by phone or email. Their name/contact information is listed on your DARS report.



YOU are in charge of your success!

At Lake Superior College students have instant and convenient online access to all the information they need to succeed!

Your StarID

Your StarID is your username and password for all of your LSC accounts and your login for the campus computers. You receive your StarID account when you apply to the college. To retrieve your StarID username or update your password, go to the StarID Self-Service website at starid.minnstate.edu.

e-Services:

In e-Services you'll have access to:

- Account Management: change your address and update your contact info
- Course Registration: register for courses, drop and add courses, access your current course schedule
- Grades and Transcripts: Check grades, access your unofficial transcript and access your Degree Audit Report (DARS) to be sure you are on track with degree requirements
- Financial Aid: Get real-time updates on the status of your aid, view your award notification, apply for your student loans
- Bills and Payment: Access your tuition and fee information

D2L Brightspace/e-Campus:

The D2L Brightspace/e-Campus is where you access your online courses. Many on-campus courses will also use this online tool to enrich your classroom experience. Online classes appear in your D2L account the first week of the semester, but you can log in and explore its features any time.

Email:

All students are assigned an O365 (Microsoft Office 365) account. This account is your access to your LSC student email, which is the official means of communication from LSC to you (see policy 5.2). You will be responsible for the information sent to you in this email. You should be using and checking this email often as an LSC student, to be sure you are getting all of the information you need to succeed.

Your O365 account also provides online access to Microsoft Office programs such as Word, Excel and Powerpoint. You can share and save documents, check your e-mail and much more. Your O365 login is your StarID@go.minnstate.edu and your StarID password. Your email address is your firstname.lastname@my.lsc.edu.

From the LSC home page you'll find these resources under "Current Students." You'll also find links to information about the LSC Store, Tutoring and Learning Center, Library, Technology Support Center, Student Employment information – and so much more!

Lake Superior College Policy Information:

IMPORTANT: The following pages are meant to go over some of the key policies that students need to be aware of. These pages are informational and are meant to help students understand the policies that most affect them as a new student. The information on the following pages does NOT take the place of the official policy and is NOT a complete list of all policies/procedures that students must adhere to. All official policy information is available online at <http://www.lsc.edu/policies>.

ADD/DROP/WITHDRAW POLICY

(Policy/Procedure 3.11)

Before the semester starts, students can change their schedule and adjust their classes as much as they wish, however once the semester starts, students only have the first 5 days to make final adjustments their schedule. This is called the "Add/Drop Period." You only have this timeframe to adjust and finalize your classes without financial and academic ramifications. Missing this important deadline can be costly.

Add/Drop Period for Full Term Courses:

Students may add and/or drop a class through the fifth (5th) academic calendar day of the term. Students will not be charged tuition and certain fees for courses dropped within this timeframe and the courses do not appear on their transcripts. Additions or Drops must be processed by the close of business on the 5th day of the term (11:59p.m.).

Add/Drop Period for Short Term/Late Start Courses

Classes that start later in the term can be dropped within one business day of the first class session. That drop needs to be processed by the close of business on the day after the course begins (11:59 p.m.).

**If your course is only a weekend course you must drop it prior to the start date.

*** Please be advised that dropping a late start course after Financial Aid has disbursed could affect your aid for the semester. Also, adding a late start course after Financial Aid has disbursed will not adjust a student's Financial Aid and the student should be prepared to pay for that course.

Students are responsible for the management of their schedules online in e-Services. ADVISORS CANNOT ADD OR DROP A COURSE FOR YOU.

WITHDRAWING

After the Add/Drop Period students still have the option of "withdrawing" from a course or courses. These courses will show with a grade of "W" on the student transcript. A grade of "W" does not negatively affect GPA, but does affect completion rate.

Partial Withdrawals

Withdrawing from a portion of semester courses does not entitle the student to any refund or reduction in tuition and fees. Withdrawing from a course or courses negatively affects a student's completion rate, but does not affect GPA.

Total Withdrawals

A total withdrawal means that a student withdraws from all of their courses (at the same time). If this withdrawal happens early in the semester, students may be eligible for a refund of a portion of the related tuition and fees.

Total withdrawal refunds for Fall/Spring Terms:

6th - 10th business day of the term: 75%
11th - 15th business day of the term: 50%
16th - 20th business day of the term 25%
After 20th business day of the term 0%

Summer Term:

6th through 10th business day of the term 50%
After the 10th business day of the term 0%

Partial or Total Withdrawal from courses can affect Financial Aid. When you are considering a withdrawal we highly recommend you speak to an advisor to see how it will affect your overall standing at LSC.

FAILURE FOR NON-ATTENDANCE

(Procedure 3.17.4)

If you miss too much class, you can earn an “FN” or “Failure for Non-Attendance” grade and permanently damage your academic record.

This will happen when the student fails to engage in any academically-related activity for 14 consecutive calendar days. For courses lasting eight or fewer weeks, non-attendance also occurs when the instructor determines that the student’s failure to engage in academically-related activity is such that the student can no longer be successful in the course, even though the non-attendance has continued for fewer than 14 consecutive calendar days. This policy is also enforced for online classes.

TUITION/FEES & PAYMENT

(Policy 5.12 Procedure 5.12.0)

A college education is an investment in your future. Understanding the costs involved in your education and making good financial decisions now is critical to your long term success, through college and beyond.

Students have access to their bill in their e-Services account once they have registered for classes. It is a student’s responsibility to check their bill and be sure they understand the costs associated with their education as well as have a plan to cover those costs.



PAYMENT DEADLINES/POLICIES

(Policy 5.12 Procedure 5.12.0-5.12.5)

Lake Superior College has established payment deadlines for each term. The college will drop all classes for students who have not met payment criteria.

Payment criteria are as follows:

1. Student has paid in full
2. Student has financial aid on file
3. Student has a payment plan on file
4. Student has Veteran Benefits in place
5. Student has third-party funding in place
6. Student has a scholarship in place

The college shall grant an extension of the payment due date for students who have filed and are awaiting properly approved financial aid from federal, state, or other third-party sources.

******A student should never assume that this policy will drop them from their classes! If they no longer plan on attending, students must still drop their classes online in e-Services prior to the deadline, or they will be financially responsible for the cost.***

Payment Plan Information

Students have the option to set up a payment plan to pay for tuition and fees. Payment plans are set up online. To find out more information about the payment plans and to learn about payment plan deadlines visit: www.lsc.edu and click on "Paying for College" and then click on the "e-Cashier - Payment Plan" link. Book costs can also be added to your payment plan.

Payment plans can also be used in cases when a student doesn't get enough Financial Aid to cover their entire balance. They can get into a payment plan to take care of the remainder.

Late Fees

Lake Superior College charges a fee for late payment of tuition and/or fees. Late fees are assessed on the 25th business day and at the end of each semester. Students with partial financial aid funding must make payment arrangements. A late fee is charged for late payment under an approved payment plan. Only one late fee is assessed per student per semester. At least one late fee is assessed to any student sent to the Department of Revenue for collections.

MEASURING SUCCESS AT LSC

(Policy 2.9 Procedure 2.9.1)

Lake Superior College requires that students make satisfactory academic progress towards a degree, diploma or certificate to remain in good standing. Additionally, federal law requires that a recipient of State or Federal Financial Aid make satisfactory academic progress towards a program (AA, AFA, AAS, AS degree, diploma or certificate) to remain eligible for aid.

Grade Point Average (GPA): All students are required to maintain the minimum cumulative GPA of 2.0. All credits are included in the calculations. Grades of A, B, C, D, F and FN will be included in the GPA calculation.

Completion Rate: All students are also required to complete a minimum of 67% of cumulative registered credits.

FAILURE TO MEET STANDARDS

Financial Aid and Academic Warning

If a student goes below a 2.0 cumulative GPA or 67% cumulative completion rate at the end of a semester, they will be placed on Academic and Financial Aid Warning for their next semester. If, at the end of the warning semester a student has brought both their cumulative GPA and cumulative completion rate back to standards, they will no longer be on warning and will once again be considered in "good academic standing."

Financial Aid and Academic Suspension of Students on Warning Status

If, at the end of the warning semester, a student has not met both the institution's cumulative grade point average and completion percentage standards, the student will be suspended both academically and from Federal Financial Aid immediately. That student will be required to sit out for a semester and must meet with a counselor to form an Academic Success Plan prior to being allowed to register.

In most cases the student will not have access to Financial Aid again until they have completed 6 credits and paid out of pocket for those credits or successfully appealed their suspension(s).

Academic Probation

Upon completion of the required sit out period and an academic success plan, a suspended student will be placed on Academic Probation. The student can remain enrolled as long as they maintain a 2.5 semester GPA and 100% completion of all classes they attempt while on probation. Students will be taken off of academic probation once they have raised their cumulative GPA to 2.0 and their cumulative completion rate to 67%. Your academic standing is critical to your continued enrollment at Lake Superior College. Please take this policy seriously and be sure you access campus resources if you are running into difficulties.

Maximum Timeframe for Program Completion

All students are expected to complete their program within an acceptable period of time. The maximum timeframe for financial aid recipients is 150% of the published credit length of their program. For example, the maximum timeframe for a 60 credit program is 90 attempted credits. Up to 30 attempted credits of developmental and ESL courses earned with a "C" or better are exempt from a student's 150% completion timeframe.

FINANCIAL AID BASICS

LSC SCHOOL CODE: 005757

The primary purpose of Federal Financial Aid is to provide financial help for students who may not be able to afford college.

To be considered for Federal Financial Aid students must complete the "Free Application for Federal Student Aid" or FAFSA. An easy way to access everything you need is through LSC's Financial Aid website: <http://www.lsc.edu/financial-aid>

Financial Aid Process

- Completing your FAFSA is NOT the same as completing the Financial Aid process. It is the FIRST step. *It takes about 5 business days for LSC to receive your FAFSA once it has been submitted online.*
- We may require additional information after we receive your FAFSA. *If we do require additional information, we will contact you via your LSC email or through letters sent to your permanent address and updates in your e-Services account.*

- Processing timelines can be significantly delayed if we do not receive the information we need from you in a timely manner.
- Be sure to regularly monitor your LSC email and e-Services account for any correspondence directed from Financial Aid staff.
- It is very important to thoroughly read any information the Financial Aid Office sends. Any action required from you will be stated in anything we send. It is your responsibility to be checking your e-Services and student e-mail for updates.
- Both you and your parent (if dependent) will need an FSA ID and password to electronically sign the FAFSA, student loan MPN, and Plus Loan. Go to FSAID.ed.gov to request an FSA ID and password or to look up your FSA ID if you have forgotten it.

Award Notification: Once your Federal Financial Aid is fully processed, you will receive an award notification from LSC in your e-Services. This will explain what grants and/or loans you may be eligible for through Federal and State Financial Aid.

Financial Aid Disbursements: Financial Aid is disbursed to student accounts at the end of the add/drop period and is automatically used to pay their tuition and fees. Sometimes students have more funding coming in than their tuition and fees bill. This extra funding is called an overage or a refund and students will receive those funds to support their education.

Financial Aid refunds are sent to our refund partner, BankMobile, within a week after it has been placed on the student's account. *Please review your account online through e-Services to determine if you still have a balance owed or if you will be receiving a refund.*

All financial aid refunds are sent electronically to BankMobile beginning the tenth day of the term. Make sure that you have received your BankMobile refund selection kit and selected your refund preference prior to the financial aid disbursement.

Financial Aid pays the school directly after the add/drop period. Students will not see their bill paid until that time. The refunds will take some time once aid pays the school.

BankMobile Disbursements

Your school has partnered with BankMobile to deliver refunds and offer you smarter ways to manage your money.



LSC STORE (Bookstore)

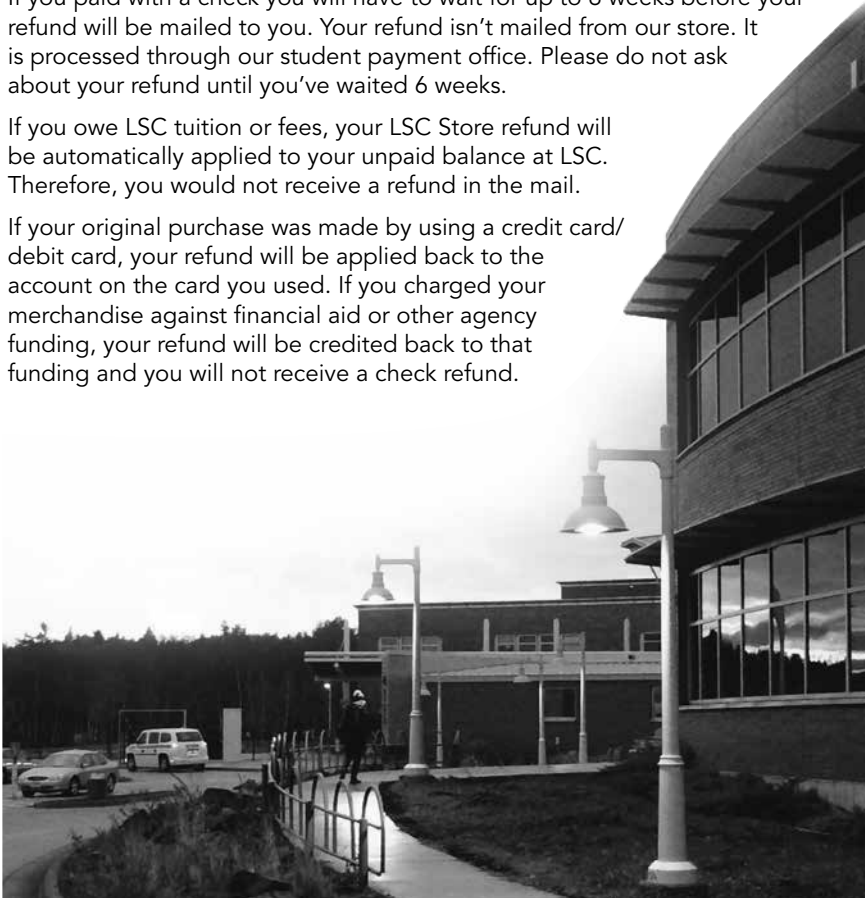
How do I know what books to purchase for my class?

To get your books in-person or online, you'll need to print your class schedule (from e-Services under Courses & Registration).

Once you have your schedule you can bring it to the bookstore and locate your books and supplies or go to the website (<http://store.lsc.edu>) and click on "Textbooks" for viewing and online ordering. Don't forget to shop for your LSC merchandise while you are there!

Refunds:

- Computer discs/CDs, drafting, electronics, computers, software, and engineering kits cannot be returned. **NO EXCEPTIONS - Sorry!**
- Returns made to the LSC Store **MUST** be made within 5 business days from date of purchase.
- You **MUST** have your original receipt in order to return any book or item. Your book(s) **MUST** be in perfect condition. If you purchased your book with a shrink-wrap cover, it must still be shrink-wrapped when you return it.
- If you paid with a check you will have to wait for up to 6 weeks before your refund will be mailed to you. Your refund isn't mailed from our store. It is processed through our student payment office. Please do not ask about your refund until you've waited 6 weeks.
- If you owe LSC tuition or fees, your LSC Store refund will be automatically applied to your unpaid balance at LSC. Therefore, you would not receive a refund in the mail.
- If your original purchase was made by using a credit card/debit card, your refund will be applied back to the account on the card you used. If you charged your merchandise against financial aid or other agency funding, your refund will be credited back to that funding and you will not receive a check refund.



Financial Aid Policy for Books

- If you have completed a FAFSA and it has been received by LSC you may charge your textbook purchases to your student account.
- You must sign an agreement stating that you are responsible for charges if for some reason your financial aid does not cover the items charged.

What can I do with my used books?

- Sell them back using the Online Buyback option which can be found on the LSC Store web page.
- Sell them to other students by utilizing the Campus Marketplace which can be found on the LSC Store web page or the direct link: <http://store.lsc.edu/classifieds/postList.aspx>
- Sell them using the Textbook BuyBack and Selling bulletin board located in the hallway outside of the LSC Store.
- Sell them during the Used Book Buyback. Your LSC Store arranges a "Used Book Buyback" three times each year. The first buy is done during final exam week of the fall semester, which is normally December. The second buy is done during the final exam week of the spring semester, which is normally in May. The summer buy back is normally in July. The student book buy is ALWAYS scheduled during the week of final exams. Be sure to check out the LSC Store web page for any updates at <http://store.lsc.edu>.

STUDENT RIGHTS AND RESPONSIBILITIES:

(Policy 3.1)

Part 1: Freedom to Learn. In addition to the basic constitutional rights enjoyed by all citizens, Lake Superior College students have specific rights related to academic freedom and their status as students. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students are expected to exercise their freedom with responsibility.

Part 2: Freedom of Expression. Individual students and student organizations shall be free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They shall be free to support causes by orderly means that do not disrupt the regular and essential operation of the institution. In the classroom, students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

Part 3: Freedom of Association. Students shall be free to organize and join organizations to promote their common and lawful interests, subject to institutional policies or regulations. Registration or recognition may be withheld or withdrawn from organizations that violate institutional regulations.

Part 4: Student-Sponsored Forums. Students shall have the right to assemble, to select speakers, and to discuss issues of their choice. The College shall establish reasonable time, place and manner restrictions to assure that the assembly does not substantially disrupt the work of the institution or does not interfere with the opportunity of other students to obtain an education or otherwise infringe upon

the rights of others. Such regulations shall not be used as a means of censorship. The President or designee may prohibit any forum when holding the event, in his or her judgment, would result in physical harm or threat of physical harm to persons or property. Prior to any such prohibition, the President shall make his or her best effort to consult with a designated member of the student association.

Part 5: Student Publications. Student-funded publications shall be free of censorship and advance approval of copy, and their editors and managers shall be free to develop their own editorial and news coverage policies. Editors and managers of student publications shall be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. The student fee allocation process shall not be used as a means of editorial control of student-funded publications. All student publications shall explicitly state on the editorial page that the opinions there expressed are not necessarily those of the College, system, or student body.

Part 6: Student Policies. The policies of the college regarding student expectations, rights and responsibilities shall be readily accessible to students.

Part 7: Catalog and Course Information. To the extent possible, students will be provided relevant and accurate information regarding courses prior to enrollment. Catalog descriptions will be accurate and based on information existing at the time of publication. To the extent possible, class schedules will list the names of faculty teaching courses.

Part 8: Student Academic Standing Information. Students shall have access to accurate information for establishing and maintaining acceptable academic standing, information which will enable students to determine their individual academic standing, and information regarding graduation requirements.

Part 9: Academic Evaluation. Student academic performance shall be evaluated solely on the basis of academic standards, including any requirements that are noted in the catalog, course syllabus, or Student Handbook. Students shall have protection against prejudiced or capricious evaluation and shall not be evaluated on the basis of opinions or conduct in matters unrelated to academic standards. Students shall have the right to review their corrected examinations or other required assignments used by the faculty in evaluating the student's academic performance.

Part 10: Property Rights. Term papers, essays, projects, works of art, and similar property including property in which the student has intellectual property rights pursuant to Minnesota State policy 3.26 shall be returned to a student upon request, within a reasonable timeframe, when no longer needed for evaluation purposes, unless the student grants written permission for them to be retained.

Part 11: Student Review and Consultation. Students shall have the right to appropriate levels of participation in college decision- making pursuant to Policy 2.3 and Procedure 2.3.1, Student Involvement in Decision- Making.

Date Implemented: November 4, 2004

Date Updated: September 2006

Career Training Centers



Downtown Campus
120 N. 2nd Avenue West
Duluth MN 55802



Emergency Response Training Center
Truck Driving Center
11501 Highway 23 Duluth, MN 55808



Center for Advanced Aviation
4960 Airport Road, Hanger #103
Duluth, MN 55811



2101 Trinity Road | Duluth, MN 55811
218.733.7600 | www.lsc.edu



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For Disability Accommodations, please contact (218) 733-7650/
(800) 432-2884, S1962, or georgia.robillard@lsc.edu.