

Academic Misconduct

A fundamental concept of all educational institutions is academic honesty. Misrepresentation of someone else's work as one's own is a most serious offense in any academic setting. Therefore, academic misconduct in relationship to academic dishonesty, including any form of cheating and plagiarism, cannot be condoned. Academic misconduct, as referenced, includes, but is not limited to, the following:

1. **Cheating:** the use of unauthorized materials, methods, or information in any academic exercise, including improper collaboration (electronic or otherwise).
2. **Plagiarism:** the representation of the words or ideas of another as one's own, including:
 - 2.1 Direct quotation without both attribution and indication that the material is being directly quoted, e.g., quotation marks; paraphrase without attribution.
 - 2.2 Paraphrase with or without attribution where the wording of the original remains substantially intact and is represented as the author's own.
 - 2.3 Expression in one's own words, but without attribution, of ideas, arguments, lines of reasoning, facts, processes, or other products of the intellect where such material is learned from the work of another and is not part of the general fund of common academic knowledge.
 - 2.4 Fabrication: the falsification or invention of any information or citation in an academic exercise.
 - 2.5 Fraud: the falsification, forgery, or misrepresentation of academic work, including the resubmission of work performed for one class for credit in another class without the informed permission of the second instructor; or the falsification, forgery or misrepresentation of other academic records or documents, including admission materials and transcripts; or the communication of false or misleading statements to obtain academic advantage or to avoid academic penalty.
3. **Bribery or intimidation in relationship to the grading process.**
4. **Engaging or assisting others in any portion of the aforementioned acts.**

Mandatory Use of College Email

Email is the official communication mechanism for Lake Superior College students and employees. The College has the right to expect that such communications will be received, read, and acted upon in a timely fashion. Official email communications are intended only to meet the academic and administrative needs of the college community. All account users must adhere to LSC Policy V.22.2, Acceptable Use of Computers and Information Technology Resources.

Official LSC email accounts are created for all employees and for all admitted students. The student addresses are all in the form username@student.lsc.edu. The employee addresses are all in the form username@lsc.edu. These accounts must be activated before the College can correspond with employees and students using the official email accounts. **The responsibility for activating the account falls upon each individual employee or student.** The official email address will be maintained in the MnSCU Information and Student Records System (ISRS).

Expectations about student and employee use of email

Students and employees are expected to check their email on a frequent and consistent basis in order to stay current with College-related communications. Students and employees have the responsibility to recognize that certain communications may be time-critical. "I didn't check my email," errors in forwarding mail, or email returned to the College with "Mailbox Full" are not acceptable excuses for missing official College communications via email.

This document can be made available in alternative formats such as large print, Braille, or audio tape by calling 218-733-7650 or 218-722-6892/TTY.

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Virtual Campus



Lake Superior College

When can I start my online class?

Your online class will start August 29, 2006 and runs until December 22, 2006. You may be able to login to the LSC online system prior to the first day of class, but you won't be able to enter the virtual classroom until the first day. Your classes might not appear in your account until the first day of class.

Important reminder:

You must login to your online course during the first week of class, preferably the first day. Almost all classes have required deadlines. You cannot start anytime you choose; you must start with your classmates at the beginning of the term.

Official college add/drop/withdrawals cannot be completed in your LSC Online account. Add/drop/withdrawals must be officially entered into Lake Superior College Web Services Web Page.

**Attend a FREE
Introductory Workshop
to learn how to navigate
your ONLINE CLASS.**

Room E1008:

Monday, August 28th @ 10:30-12:00
Monday, August 28th @ 1:30-3:00

Library Tech Center (enter library-turn right)

Tuesday, August 29th @ 9:00-10:30
Wednesday, August 30th @ 12:00-1:30

**Please bring your
username and password.**

Go to:

<https://webproc.mnscu.edu/portal/login.html?campusid=302>



New Student Login Instructions for Online Classes

1. **Obtain your Student ID and PIN.** You will have received your Student ID and PIN from the Registrar in an email. Your Student ID is an eight-digit number that begins with a zero. Your PIN is your birth date in the following format: YYMMDD. Example, if your birth date is January 27, 1980, your PIN will be 800127. If you did not provide your birth date on your application, your PIN will be the last six digits of your social security number.

Why do I need my Student ID and PIN?

You need both numbers to lookup your LSCnet account information to be able to login to the Virtual Campus. Also, you need both to check grades and add/drop classes.

Who do I contact if I need assistance?

Student Services Center at 1-800-432-2884 ext. 7601, (218) 733-7601, or email them at enroll@lsc.edu

2. **Lookup your LSCnet account information.** This must be done prior to the start of class. Go to <https://lscnet.lsc.mnscu.edu/verify.cfm>. After you lookup your LSCnet account information, you will obtain your username and password that you will use to login to both your email and online class accounts.
3. **Login to LSC Online using the username and password from step 2 above.** Go to www.lsc.edu and click on Virtual Campus located at the left side of your screen. Enter the username and password you obtained from looking up your LSCnet account. Click on Login. Click on the "+" (plus sign) in front of the course listing to see your course. Click on the course link to enter the class.

Note: Your username and password is used to login to both your email and online accounts.

4. **Become familiar with LSC Online by using the LSC Online Skills tutorial.** Click on the + sign on front of "tutorials and samples" to access the tutorial.
5. **LSC's student email system has changed to Microsoft Outlook web access.** Student email addresses will be in the format of: username@student.lsc.edu.

Login to your email account. Go to www.lsc.edu and click on "Email Logins" located on the left side of your screen. The login for your new email account is called "New Student Email". Enter the username and password you obtained by looking up your LSCnet account in step 2 above.

Returning Students

LSC's student email system has changed to Microsoft Outlook web access. Your username will remain the same but your password has changed. Student email addresses will be in the format of: username@student.lsc.edu.

Go to <https://lscnet.lsc.mnscu.edu/verify.cfm> and enter your Student ID and PIN to look up your new password.

- ◆ Login to your email account at www.lsc.edu/Email/index.cfm
- ◆ You will be able to access your old email account until September 30, 2006 .

Available Services

The following services are available for online students:

- ◆ **Free online tutoring from SMARTHINKING:** www.lsc.edu/online/Support/Tutor.cfm
- ◆ **Online Bookstore** — The Bookstore staff will mail textbooks and supplies to online students. Textbooks can be ordered online from the LSC Bookstore: <http://bookstore.lsc.mnscu.edu>
- ◆ **Technical support from the Help Desk:** (see Contact the Help Desk below)
- ◆ **Technology requirements and downloads:** www.lsc.edu/Online/Support/index.cfm

Resources

- ◆ **Student Services Center**
1-800-432-2884 ext. 7601
218-733-7601
www.lsc.edu/StudentServices/index.cfm
Admissions, advising, counseling, financial aid, transcripts, address changes



Contact the Help Desk

Contact help desk employees via:

- ◆ **E-mail:** virtual@lsc.edu
 - ◆ **Visit our website to submit information about your support needs through a web form:** www.lsc.edu/Online/support/helpdesk.cfm
 - ◆ **Long distance toll free number:** 1-800-432-2884 ext. 2680
 - ◆ **Local number:** 218-279-2680
 - ◆ **Instant Messenger:** (AOL/MSN/Yahoo) lsc.virtual
 - ◆ **Visit the Virtual Campus Center:** Room E1004
- ◆ **Virtual Campus Center hours:** Monday - Friday 8:00 a.m. to 4:30 p.m.

You can use these services for assistance in such areas as:

- ◆ Logging into your virtual campus account
- ◆ Troubleshooting web browser issues
- ◆ Computer requirements and Pop-up blockers
- ◆ Uploading class assignments to the "Dropbox"
- ◆ Password resets