

STUDENT SERVICES

The Student Services Department is comprised of the office of the Vice President of Student Services, the Advising & Counseling, Admissions, Records, Financial Aid and several other departments and services that provide a variety of support functions for students.

Mission Statement

The mission of the LSC Student Services Department is to promote the personal, academic, and career success of students.

Admissions Office

The Admissions office provides services pertaining to applications for admission, reciprocity forms, international students, applications for all programs, information for prospective students, and tours of the campus. The Admission Office also provides student placement assessment testing on a regular basis for incoming students.

Student Development Center

The Center, located on the second floor overlooking the Atrium, provides support and resources to students with special needs: women enrolled in non-traditional careers and students who are single parents or displaced homemakers. The Center provides information, referral to community and college services, seminars and workshops, and one-on-one advising on personal and academic issues.

Academic Advising & Counseling

Professional Advisors are available by appointment and on a walk-in basis to assist students in career planning, financial aid, course selection and planning. Counselors are also available to assist with retention, family and personal concerns and providing referral to other agencies. The Student Services Center is open from 7:30 a.m. to 6:00 p.m. Monday through Thursday and to 4:00 on Fridays. Faculty and staff may refer students in need of counseling to one of the counselors.

Financial Aid Office

The Financial Aid office, located in the Student Services Center, assists students with the process for applying for state and federal financial aid.

Placement Office

The Placement office is located in the Student Services Center and provides information about employment opportunities and assistance with resumes, cover letters and job applications as well as work-study opportunities on campus. The office holds a Job Fair each spring to connect student with local and regional employers.

Records and Registration

The department processes and holds all student records. Grades should be submitted 72 hours following the last test day of the semester. The deadline for grades will be announced each term. Faculty are required to use the technology available for submitting grades. A grade entry system can be accessed through the Lake Superior College web site (www.lsc.edu). The office staff also assists veterans in applying for educational benefits. Please contact the Registrar, Jean Pehl at 733-5908 if you have any questions.

Services for Students with Disabilities

In most cases, the admissions and advising staff identify students who will benefit from such services. It is possible that an instructor may identify a need independent of the admissions process. Please contact Georgia Robillard, Director of Disability Services, at 733-7650 in the Learning Center if questions arise in this area.

Student Health Service

Health Service provides students with first aid treatment, triage, information, referral and Mantoux tests. Seasonal flu shot clinics may also be provided when possible. Students who are injured should be referred to the Student Health Service office. Office hours are 9:00 a.m. to 2:00 p.m. Monday through Friday. Employees are welcome!

Student Life

The college provides a student life program that enhances the opportunities for student to become involved in meaningful activities, and that complement the academic programs. The Student Life Center houses the offices of the Student Senate and many of the student clubs and activities. Employees may have LSC picture ID cards made at the Student Life Center.

Intercultural Student Services

The Intercultural Student Services Center is located off the Atrium and serves student of color and other underrepresented students. The director and peer mentor provide support and advocacy as well as cultural programming for our student body.