



# High School Partner Handbook

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2022-2023



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## Mission

Concurrent Enrollment (also known as College in the Schools or CITS) creates a seamless educational path for area high school students. LSC builds bridges with area high schools by working cooperatively and in partnership with high school personnel and students to enroll students, validate course competencies, and transcribe grades.

## Website

To access forms and helpful links, visit the [College in the Schools website](http://lsc.edu/cits) (lsc.edu/cits).

## Program Benefits

### College in the Schools Students:

- Earn dual college and high school credit for CITS courses taken at the high school.
- Receive LSC credit for free, potentially saving thousands in college costs.
- Take challenging LSC coursework to prepare for future success in college.
- Gain access to LSC student on-campus and online resources.
- Explore interests or career paths early.
- Stay at the high school, continuing to participate in high school sports and activities and interact with high school peers.

### College in the Schools High School Faculty:

- Teach rigorous college courses to high-ability high school students.
- Network with colleagues in their discipline throughout the region.
- Develop relationships with LSC faculty member(s) in their discipline.
- Receive regular professional development opportunities.

### College in the Schools High Schools:

- Keep potential PSEO students in the high school.
- Retain MDE per-pupil funding.
- Receive credit for students at a fraction of the regular cost.
- Gain reputation as an educational leader in the community.

## Student Risks and Responsibilities

Students should be aware that taking CITS courses carries risks. These are actual college courses that carry the same consequences of regular LSC courses and that will appear on an official Lake Superior College transcript. Additionally, since CITS students receive dual high school and college credit, failure to complete or pass a CITS course may result in failure to receive high school credit. This may result in a CITS student being unable to graduate with his or her class.

College in the Schools students agree to the following responsibilities and will:

- Register within the registration timeline set by LSC.
- Follow add/drop and withdraw policies.
- Adhere to all rules and regulations in the CITS handbook and the LSC student conduct policy.
- Meet all course requirements.
- Observe deadlines, examination times, and other policies and procedures as stated on the class syllabus.
- Attend course meetings as attendance is an important factor for student success in LSC classes.
- Meet [Satisfactory Academic Progress](#) each term by maintaining a 2.0 GPA and 67% cumulative completion rate.

## Collaboration Requirements

### Lake Superior College Staff:

- Adhere to all Minnesota State, Higher Learning Commission (HLC), and National Alliance of Concurrent Enrollment Partnerships (NACEP) policies and standards.
- Complete credential review process of high school instructors according to guidelines from Minnesota State Colleges and Universities Policy 3.32 found on the MinnState website:  
<https://www.minnstate.edu/system/asa/academicaffairs/cfc/>
- Communicate student eligibility requirements to the school district.
- Process CITS registrations and send class lists to high school for verification as soon as the registrations are complete.
- Adjust records for student in accordance with add/drop and withdrawal policies.
- Maintain registration, waiver, and grade records for all completed CITS classes.
- Work with each high school to ensure that CITS class lists are correct and that all grades are submitted and transcribed.
- Provide to CITS students and partners access to online information to include information on LSC's student conduct code, academic and student support services, registration policies, transcript requests, and more.

### Lake Superior College Faculty Mentors:

- Collaborate with the high school CITS instructor to clarify approved college course outline and outcomes, to create a syllabus for each course, and to verify the syllabus meets college criteria.
- Provide professional development session within content area in small group or one-on-one settings.
- Meet regularly (face-to-face, email, telephone) with high school CITS instructor and monitor assignments, exams, projects, and instructional effectiveness to ensure course meets the learning outcomes in the LSC course outline.
- Make at least one visit per course and guest lecture if requested by the high school instructor.
- Provide current college text information, course outlines, sample syllabi, sample exams, assignments, and exercises for the high school CITS teacher's use.
- Provide instructors who have taught the course previously with copies of new course outlines, new

calendars, schedules, or other information as courses change.

- Create records of professional development offerings, site visits, and course evaluations per NACEP accreditation requirements.
- Support CITS instructors, giving additional time and attention to instructors new to the program.
- Maintain, update, and contribute to the D2L Online Professional Development shell.

### High School Instructors, Administrators, and Staff:

- Ensure students meet minimum CITS eligibility requirements as stated in Lake Superior College policy 3.5: <https://www.lsc.edu/policies/3-5-post-secondary-enrollment-option/>
- Provide qualified faculty to teach concurrent courses at the high school.
- Provide all needed books, supplies and materials for each course.
- Abide by the policies and procedures (e.g. add/drop, withdraw, course alignment) detailed in the CITS handbooks available at [www.lsc.edu/cits](http://www.lsc.edu/cits).
- Notify parents/students of CITS course offerings and student eligibility.
- To the extent possible, provide counseling services to students and their parents/guardian before students enroll in CITS courses to ensure awareness of risks and possible consequences of enrollment.
- Collaborate with LSC staff to administer Accuplacer test to potential CITS students and/or provide relevant test scores or GPA to assure compliance with PSEO eligibility requirements.
- Ensure completion of LSC registration forms and verify class rosters.
- Assign final, whole letter grades to each student on the class rosters.
- Meet regularly (face-to-face, email, telephone or via other technology) with LSC faculty mentor.
- Collaborate with LSC faculty to align course syllabi, assignments, grading, and assessments and ensure each course meets the LSC learning outcomes.
- Provide LSC CITS staff with a copy of each course's syllabus for transfer purposes.
- Assist LSC staff in administering course evaluations for each CITS course in keeping with NACEP accreditation requirements.
- Participate in professional development opportunities offered by LSC in keeping with NACEP accreditation requirements.

## Definitions

**Add**-Register for a course

**CITS**-College in the Schools, Lake Superior College's CEP

**CEP**-Concurrent Enrollment Program

**Drop**-Remove a course from a student's academic record

**NACEP**-National Alliance of Concurrent Enrollment Partnerships

**SAP**-Satisfactory Academic Progress (2.0 GPA and 67% cumulative completion rate)

**Withdraw**-Remove a class and receive a grade of "W" on the transcript

## Accreditation

Lake Superior College's CITS program is accredited by The National Alliance of Concurrent Enrollment Partnerships (NACEP), the sole accrediting body for concurrent enrollment partnerships. NACEP accreditation ensures programs adhere to the highest standards so students experience a seamless transition to college and teachers benefit from meaningful, ongoing professional development. For more information on NACEP and to view NACEP's standards, visit [their website](http://nacep.org/about-nacep/) (nacep.org/about-nacep/). Minnesota legislation requires all Concurrent Enrollment Programs achieve NACEP accreditation by 2021.



## Registration

### Critical Dates and Deadlines 2021-2022

Table 1: CITS Dates and Deadlines

What's Happening?	When?
Registration opens—fall and all-year courses	September 6
Registration closes—fall and all-year courses	September 16
Last day to drop fall and all-year courses without penalty	September 20
Fall and all-year class roster available for high schools to review	October 17
Last day for high schools to notify LSC of roster errors	October 21
Last day to withdraw from fall courses - results in a "W" grade on LSC transcript.	December 16
Registration opens—Spring courses	January 17
All fall grades entered by high schools	January 31
All fall grades transcribed by LSC	February 3
Registration closes—Spring courses	February 3
Last day to drop spring courses without penalty	15 calendar days from start of term
Spring class roster available for high schools to review	March 6
Last day for high schools to notify LSC of spring roster errors	March 10
Graduation requests due for students completing AA degree (must apply to program)	March 30
Last day to withdraw from all-year courses - results in a "W" grade on LSC transcript.	April 14
Last day to withdraw from spring courses - results in a "W" grade on LSC transcript.	May 12
Spring and all year grades entered by high schools	June 9
Spring and all year grades transcribed by LSC	June 12

## Course Offerings, Prerequisites, and Student Qualifications

- Seniors must rank in the top half of their high school class or have a cumulative GPA of 2.5.
- Juniors must rank in the top third of their high school class or have a cumulative GPA of 3.0.
- Sophomores who took the 8<sup>th</sup> grade MCA reading test and met the composite proficiency level of “meets or exceeds” may enroll in specific career and technical education (CTE) courses.
- Students must also meet all course pre-requisites. For current CITS courses and prerequisites, see our [CITS courses webpage](http://lsc.edu/cits/cits-courses) (lsc.edu/cits/cits-courses).

### Program Policy

Lake Superior College and partnering high schools work jointly to enroll students in the appropriate CITS courses and to ensure students meet CITS and LSC course requirements. High schools verify that all students who register for a CITS course meet class ranking or GPA requirements, and both the high school and LSC CITS program verify that students meet course pre-requisites.

Students must follow the calendar for adding, dropping, and withdrawing from courses set by the Lake Superior College CITS program. Students who do not add a course during the registration window cannot be added at a later date and will not receive LSC credit. Students who do not contact their high school counselor about dropping or withdrawing from a course by the stated deadlines cannot be dropped or withdrawn at a later date, risk receiving an F grade, and risk violating SAP policies.

See the [Petition to Policy](#) section for information on petitioning for a late add/drop/withdraw.

### *Applicable NACEP Standards*

*Student Standard 1:* Registration and transcripting policies and practices for concurrent enrollment students are consistent with those on campus.

*Student Standard 2:* The concurrent enrollment program has a process to ensure students meet the course prerequisites of the college/university.

### *Procedure*

1. Prior to registration, high schools administer the Accuplacer test to students interested in taking CITS courses that have testing pre-requisites. For Accuplacer instructions, login information, or for assistance in administering the Accuplacer test, high schools should contact the CITS Coordinator.
2. The CITS Coordinator notifies the primary high school contact when the online registration form is live and ready for student registration.
3. High schools may follow their own procedure for directing students to submit registrations via the online form, but high schools must ensure that students submitting a registration meet class ranking or GPA requirements.
4. Upon receipt of registrations, the CITS Coordinator individually checks whether each student meets course pre-requisites. High school contacts must share with the CITS Coordinator the qualifying ACT, SAT, or MCA scores of students without qualifying Accuplacer scores. If a student does not meet the pre-requisites, the CITS Coordinator notifies the primary high school contact.
5. LSC registers qualifying students for CITS courses listed on registration form.
6. At the close of the registration window, the CITS Coordinator sends course lists to the high school contact for verification. High schools are responsible for ensuring the accuracy of class rosters.

7. By the verification deadline, the high school contact notifies the CITS Coordinator via email if there are any errors. This is also the final date to notify the CITS Coordinator via email if a student wishes to drop a course. Until high school staff contacts LSC, a student is still enrolled in the CITS course.
8. If a student wishes to withdraw from a CITS course after the drop deadline but prior to the withdraw deadline, the high school contact notifies the CITS Coordinator via email.

## Grades

### Program Policy

CITS teachers, in collaboration and consultation with LSC faculty mentors, assign a single whole letter grade for each student. CITS and LSC students do not receive pluses or minuses for final grades. To ensure parity of CITS course grading with regular LSC courses, CITS teachers and LSC mentors will participate in grade norming or assessment comparison activities. Students may possibly receive different grades for their high school and college courses as LSC course guidelines may be more stringent than the high school guidelines.

#### *Applicable NACEP Standards*

*Assessment Standard 1:* The college/university ensures concurrent enrollment students' proficiency of learning outcomes is measured using comparable grading standards and assessment methods to on campus sections.

#### *Procedure*

1. Throughout the course, CITS teachers and LSC mentors communicate regarding grade norming and appropriate assessment, which the LSC mentor documents in the site visit, communication log, and/or course review form.
2. Within 1 week of the last day of class, CITS teachers will post final whole grades in the Integrated Statewide Records System.
3. The LSC Records and Registration Office will record the grades on an official LSC transcript.

View the chart below for grade point average calculation.

Table 2: GPA Calculations

Letter Grade	Achievement	Grade Points Per Credit
A	Superior	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Failure	0
I	Incomplete	Not Computed
W	Withdrawal	Not Computed

# Transferability, Degrees, and the Minnesota Transfer Curriculum

To transfer Lake Superior College credits to another institution, students should contact them directly as the receiving institution determines transferability of credits. To send an official transcript to another institution after courses are complete, students should follow the links and instructions provided on the [LSC website](https://lsc.edu/current-students/records-registration/transcripts) (lsc.edu/current-students/records-registration/transcripts).

To search how LSC course will transfer to another institution (or vice-versa), visit [Transferology](https://transferology.com/) (transferology.com/). Transferology is a nation-wide network designed to help students explore their college transfer options and is not associated with Lake Superior College.

Students wishing to complete either the Minnesota Transfer Curriculum (40-credits) or an Associate of Arts Degree (60 credits) to transfer to another institution can find more information on [LSC's transfer webpage](https://lsc.edu/transfer-degrees) (lsc.edu/transfer-degrees). For a full list of current programs, including degrees, diplomas, and certificates, please visit [LSC's program webpage](https://degrees.lsc.edu/all-programs) (https://degrees.lsc.edu/all-programs).

## High School Faculty Qualifications and Credentialing

### Program Policy

High school instructors who teach college courses in the high school must meet the minimum qualifications set by the Minnesota State College Faculty Association and the Minnesota State Colleges and Universities. See policy on the [MinnState credential webpage](https://minnstate.edu/system/asa/academicaffairs/cfc/index.html) (minnstate.edu/system/asa/academicaffairs/cfc/index.html). Pursuant to Minnesota State policy, Lake Superior College may grant emergency credentialing approval for up to two semesters in extreme circumstances. High schools in emergency situations or with long-term substitute teachers covering a CITS course should contact the CITS Coordinator about emergency approval.

The Higher Learning Commission approved the MinnState system request to allow concurrent enrollment teachers who do not meet credential requirements to submit plans for achieving credentialing prior to the 2024-2025 academic year. Therefore, teachers who do not meet minimum qualifications may be eligible to teach while completing an approved Educational Plan. Contact the CITS Coordinator for more information.

### *Applicable NACEP Standards*

*Faculty Standard 1:* All concurrent enrollment instructors are approved by the appropriate college/university academic leadership and must meet the minimum qualifications for instructors teaching the course on campus.

### *Procedure*

1. Interested high school counselor or administrator (HS contact) reaches out to LSC College in the Schools (CITS) Coordinator to express interest in getting teacher credentials reviewed.
2. CITS Coordinator provides New Teacher Packet to HS contact or high school teacher.
3. High school teacher completes College in the Schools Teacher Credential Form and attaches current

resume and unofficial copies of undergraduate and graduate transcripts. The teacher or HS contact returns credential paperwork to CITS Coordinator for credential review.

4. CITS Coordinator requests additional paperwork (if incomplete) or directs credential paperwork to the appropriate LSC academic dean for credential review (if complete).
5. LSC academic dean reviews credentials according to guidelines from Minnesota State Colleges and Universities Policy 3.32 found on [the MinnState website](#) and confers with LSC's Vice President of Academic and Student Affairs for approvals. The LSC dean and Vice President of Academic and Student Affairs may choose to:
  - a. **approve** credentials. The HS teacher is fully qualified to teach LSC courses in their approved credential area.
  - b. **deny** credentials. The HS teacher is not qualified to teach LSC courses but may, with permission, submit an Educational Plan Pre-approval plan to achieve full credentials.
  - c. grant **conditional approval** for up to two semesters. The teacher is permitted to teach during the timeframe listed on the credential form but no longer, unless given the option to submit an Educational Plan Pre-approval plan to achieve full credentials.
6. CITS Coordinator communicates decision to the high school contact and teacher.
7. If the CITS Coordinator indicates the teacher does not presently meet credentialing criteria but may submit an Educational Plan, the teacher is responsible for seeking out graduate programs, filling out the Educational Plan Pre-Approval Form with attached course descriptions, and submitting documents either to the CITS Coordinator or to the high school contact to send to the CITS Coordinator.
8. If fully credentialed, granted conditional approval, or on an approved Educational Plan, the high school teacher must complete the New Teacher Orientation in D2L and begin the course alignment and approval process.

## Professional Development

### Program Policy

The LSC CITS program continually seeks to offer pertinent, useful professional development opportunities for our partnering teachers, and per NACEP standards, all high school CITS teachers must participate in annual professional development opportunities offered by LSC or make alternative arrangements. Examples of LSC's offerings include the Fall Meeting, the D2L Online Professional Development, and one-on-one training or professional development by an LSC mentor. One-on-one meetings cannot take the place of other professional development unless documented. Alternative professional development may be allowable if the LSC faculty mentor approves, the teacher can provide evidence of attendance, and the CITS Coordinator is provided with an explanation of the activity.

Teachers who do not participate annually in professional development risk warning of non-compliance, and teachers unable to participate for two consecutive years must submit a plan for meeting the expectation the following year. Teachers unable to attend professional development offerings should let the CITS program know how staff can help teachers meet the expectation.

LSC Faculty Mentors must actively participate in and contribute to online and face-to-face professional development.

### *Applicable NACEP Standards*

*Faculty Standard 2:* Faculty liaisons at the college/university provide all new concurrent enrollment instructors with course-specific training in course philosophy, curriculum, pedagogy, and assessment prior to the instructor teaching the course.

*Faculty Standard 3:* Concurrent enrollment instructors participate in college/university provided annual discipline-specific professional development and ongoing collegial interaction to further enhance instructors' pedagogy and breadth of knowledge in the discipline.

## Syllabus and Course Review

### Program Policy

When a high school requests to offer a CITS course not previously offered at their school, when a high school teacher significantly alters their existing course syllabus, when an LSC mentor notifies a high school teacher that the LSC course outline has changed, or when a new mentor or new teacher is assigned to a course, the LSC faculty mentor must review the CITS course syllabus for correct course descriptions, learning objectives, numbers, titles, and credits. The mentor must certify that the course teaches all LSC course learning objectives and meets NACEP standards listed below.

### *Applicable NACEP Standards:*

*Curriculum Standard 1:* Courses administered through a concurrent enrollment program are college/university catalogued courses with the same departmental designations, course descriptions, numbers, titles, and credits.

*Curriculum Standard 2:* The college/university ensures the concurrent enrollment courses reflect the learning objectives, and the pedagogical, theoretical and philosophical orientation of the respective college/university discipline.

*Assessment Standard 1:* The college/university ensures concurrent enrollment students' proficiency of learning outcomes is measured using comparable grading standards and assessment methods to on campus sections.

## Site Visits

### Program Policy

In addition to regular communication, LSC Faculty Mentors must make at least one classroom visit each term a CITS course is offered; mentors may make additional visits if desired or requested. Visits must occur at least partially during instructional time early enough in the course to allow for course changes.

### *Applicable NACEP Standards:*

*Curriculum Standard 3:* Faculty liaisons conduct site visits to observe course content and delivery, student discourse and rapport to ensure the courses offered through the concurrent enrollment program are equivalent to the courses offered on campus.

# Course Evaluations

## Program Policy

Each term, Lake Superior College will administer course evaluations via email to CITS students in each CITS course. Course evaluations contain the same questions as on-campus course evaluations. LSC will share course evaluation results only with the CITS teacher although LSC deans reserve the right to review results as they do with LSC faculty. Results will not be used to determine compliance or continuance with the CITS program and are meant to be used by the CITS teacher to improve the CITS course.

### *Applicable NACEP Standards*

*Evaluation Standard 1:* The college/university conducts end-of-term student course evaluations for each concurrent enrollment course to provide instructors with student feedback.

### *Procedure*

1. Two weeks prior to the end of each CITS course, Lake Superior College will email CITS students with a link to the online course evaluation form using the email listed on the CITS registration.
2. At that time, CITS teachers should explain to students what the evaluation is for, ask that they complete it, and assure them that the results are anonymous and will not be shared with the CITS teacher until final grades are recorded.
3. The link remains active for two weeks before the evaluation window closes. After LSC records all final CITS grades, evaluation results are released to the CITS teacher.

# Non-Compliance

## Program Policy

The LSC CITS program reserves the right to warn CITS teachers when they are not in compliance with program policies and standards. If a CITS teacher does not make arrangements to come into compliance, the CITS Coordinator will give a warning. If a teacher still does not make arrangements to come into compliance, he or she will no longer be eligible to participate in the CITS program.

### *Applicable NACEP Standards*

*Faculty Standard 4:* The concurrent enrollment program ensures instructors are informed of and adhere to program policies and procedures.

### *Procedure*

1. When a CITS teacher does not meet program policy requirements, the CITS Coordinator will email a warning notifying the teacher of his or her non-compliance.
2. CITS teachers must notify the CITS Coordinator of their plans to become compliant.
3. If a CITS teacher does not follow through with plans to become compliant, the CITS Coordinator will send official notification of non-compliance.
4. If the CITS teacher still does not become compliant, the CITS Coordinator or other LSC representative will notify the CITS teacher that he or she is no longer eligible to participate in the CITS program.

## Student-Related Policies

The following are some of the key policies that CITS students need to be aware of. These pages are informational and are meant to help students understand the policies that most affect them. 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. For all LSC policies, including financial aid and nondiscrimination policies, visit [LSC's policy page](https://lsc.edu/policies) (lsc.edu/policies). LSC policies are governed by the Minnesota State Colleges and Universities system, the Higher Learning Commission, and the Department of Education.

### Student Code of Conduct

The Lake Superior College Student Code of Conduct serves two purposes: the first purpose is to serve as a guide for student behavior; the second purpose is to outline the procedures to be followed, both by students and college officials, should violations of the Code occur. It is expected that all students will read the code available on the [LSC website](https://lsc.edu/policies/3-6-student-conduct) (lsc.edu/policies/3-6-student-conduct) and will be responsible for knowing and abiding by its content.

Students found in violation of the Student Code of Conduct may face sanctions. For the procedure covering academic integrity, plagiarism, cheating, and more, visit [LSC's webpage concerning student conduct](https://lsc.edu/policies/3-6-1-procedure-student-conduct) (lsc.edu/policies/3-6-1-procedure-student-conduct).

### Satisfactory Academic Progress

Lake Superior College requires that students maintain a minimum cumulative GPA of 2.0 and complete a minimum of 67% of cumulative registered credits. Evaluation for determining SAP does not begin until after the student has attempted his/her 5th credit. Grades of A, B, C, D, and F will be included in the GPA calculation, and grades of W will be included in completion rate calculation. See the [LSC SAP page](https://lsc.edu/policies/2-9-1-procedure-academic-standing-financial-aid-satisfactory-academic-progress) for more information (lsc.edu/policies/2-9-1-procedure-academic-standing-financial-aid-satisfactory-academic-progress).

After the first SAP violation, students will be on "warning" status and may still enroll in regular or CITS courses. Students who fail to return to good academic standing after the next term of enrollment are placed on academic suspension, which requires a one-semester sit-out period. After this period, students are eligible to re-enroll in classes at LSC on probation after meeting with an academic counselor and defining an "Academic Success Plan." Students failing to meet the terms of probation upon re-enrollment will be suspended again for a minimum of one year at the end of their next term of attendance at LSC. SAP violations may also affect students' status when enrolling at another college or university.

### Petition to Policy

Students seeking an exception to certain policies or procedures (such as a request to late add/drop/withdraw) may submit a completed [Petition to Policy form](#) for consideration. Petitions should be filed in the semester of occurrence, but typically be filed no later than one year following. Documentation of extenuating circumstances must be submitted for review past the one year deadline. Students will be notified of the decision via their LSC student email account within ten (10) working days.

of receipt of their request.

Students have the right to file an appeal to the designated administrator if their petition is denied. Appeals must be filed within ten (10) working days from the receipt of the petition decision. Appeal decisions will be communicated within ten (10) working days. Appeal decisions are final and binding. For more information, visit the [LSC Petitions and Appeals webpage](https://lsc.edu/current-students/records-registration/petitions-appeals) (lsc.edu/current-students/records-registration/petitions-appeals).

## FERPA

Minnesota State Colleges and Universities, including the Office of the Chancellor, must comply with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, and the Minnesota Government Data Practices Act, (MGDPA) Minn. Stat. Chapter 13, in handling education records. To read more about LSC's policy governing the privacy of your records, visit [LSC's FERPA policy page](https://lsc.edu/policies/2-0-confidentiality-student-records) (lsc.edu/policies/2-0-confidentiality-student-records).

Under this Act, CITS and LSC staff cannot discuss grades or any other aspect of a student's performance with a student's parents without a completed Release of Information form on file. Students wishing to complete the form can find it on [the LSC site](https://lsc.edu/wp-content/uploads/InformationRelease.pdf) (lsc.edu/wp-content/uploads/InformationRelease.pdf).

## Americans with Disabilities Act

LSC's Disability Services department exists to provide reasonable accommodations to students with documented disabilities per the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973.

Lake Superior College is committed to providing equal opportunities for qualified individuals with disabilities to participate in college services, programs, activities, and employment. Lake Superior College will provide reasonable accommodations to qualified individuals with disabilities to ensure access to programs, services, activities and employment as required by law. For more information, visit LSC's Access for Individuals with Disabilities [policy page](https://lsc.edu/policies/1b-4-access-individuals-disabilities) (lsc.edu/policies/1b-4-access-individuals-disabilities).

## Student Services and Resources

All Lake Superior College services and resources are also available to College in the Schools students although students may wish to first utilize their high school resources due to ease of access. While distance may prevent students from accessing some services, many are available via phone or the web.

## Disability Services

Lake Superior College provides access to programs, services, and activities to students with documented disabilities, per the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973. Reasonable accommodations are individualized based on needs, disability documentation and courses/activities and may include test taking accommodations, alternative text, early registration, sign language interpreters and adaptive equipment. High school counselors can contact LSC's Disability Services to discuss and arrange accommodations for CITS students with documented disabilities.

Location: S155

Contact: Georgia Robillard [georgia.robillard@lsc.edu](mailto:georgia.robillard@lsc.edu) (218) 733-7650. TTY 711/1-800-627-3529 or visit [the Disability Services website](http://lsc.edu/current-students/disability-services) (lsc.edu/current-students/disability-services).

## GPS LifePlan

The GPS LifePlan is an internet tool designed to help students get answers to questions, develop goals and make plans for their future. Students can explore options on [the GPS LifePlan website](http://mygpslifeplan.org) (mygpslifeplan.org). The website features five different plans: Career, Education, Finance, Leadership, and Personal for students to navigate, with endless opportunities to explore. Each of the plans has links, surveys, worksheets and tutorials to help students find answers to questions they may have. Students can stop by Student Services and see an advisor or counselor for additional assistance.

Location: Student Services Center – 1<sup>st</sup> floor 'S' building.

## Erickson Library

The Erickson Library serves the academic information needs of the campus population. CITS students are encouraged to first contact their high school librarian or teacher, and CITS teachers can contact Erickson Library staff to discuss research options.

Location: L170

For updated information on the library and its services, visit [the library website](http://lsc.edu/current-students/library) at (lsc.edu/current-students/library) or call (218) 733-5912.

## Center for Equity and Inclusion

The Center for Equity and Inclusion 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. CITS teachers or high school staff should contact the Center for Equity and Inclusion for cultural support or to set up a visit from LSC's Chief Diversity Officer.

Location: M151

Contact: (218) 733-6960 or visit the [Center for Equity and Inclusion website](https://www.lsc.edu/current-students/center-for-equity-and-inclusion/) <https://www.lsc.edu/current-students/center-for-equity-and-inclusion/>

## LSC Store

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.

Location: M260

Contact: (218) 733-7706 or visit the [LSC Store website](https://store.lsc.edu/Home) (<https://store.lsc.edu/Home>)

## Tutoring and Learning Center

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. Tutors may be able to assist CITS students via phone or Skype; contact the Learning Center for details.

Location: M202, M210, M213, M226

Contact: (218) 733-5927 or visit the [Tutoring and Learning Center website](https://www.lsc.edu/current-students/learning-center/) (https://www.lsc.edu/current-students/learning-center/)

## Technology Help Desk

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

Location: M125

Contact: (218) 733-1016 or email [connect@lsc.edu](mailto:connect@lsc.edu)

## Recreational Sports

Rec sports are free at LSC! We offer co-ed volleyball, soccer and climbing at the YMCA downtown Duluth. Campus activities include the Lake Superior Disc Golf Course, Miller Creek Hiking Trail and Wellness Center bouldering wall. Want to take a break on the front lawn? Check out golf discs, croquet, ladder golf, ultimate Frisbees, bocce balls, bean bag toss and snowshoes in Student Life.

Location: Student Life – W1624

Contact: Heather Grillo at [heather.grillo@lsc.edu](mailto:heather.grillo@lsc.edu) or call (218) 733-7799

## Student Life

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 (including CITS students) can 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.

Location: M130

Contact: (218) 733-7799 or email [studentlifeteam@lsc.edu](mailto:studentlifeteam@lsc.edu)

## Student Clubs

Visit the [LSC Student Clubs website](http://lsc.edu/current-students/student-life/student-clubs) (lsc.edu/current-students/student-life/student-clubs) for more information and a full club list.

Contact: Heather Grillo at [heather.grillo@lsc.edu](mailto:heather.grillo@lsc.edu) or (218) 733-7799

Location: M130

## Wellness Center

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.

Visit the [LSC Wellness Center website](https://www.lsc.edu/current-students/wellness-center/) (https://www.lsc.edu/current-students/wellness-center/) for more information.

Location: C110

Contact: (218) 733-7605

## Consumer Information and Disclosures

Lake Superior College (LSC) is committed to providing all interested persons with the information they need to make informed decisions about the educational programs the college provides. As a state-supported institution of higher education that participates in federally funded financial aid programs, LSC is required to make certain disclosures to current and prospective, students, parents, employees, and the public.

The materials are intended to provide interested persons convenient access, in one place, to important consumer information and disclosures. Visit the [LSC Consumer Information and Disclosures webpage](https://lsc.edu/about-lsc/consumer-information-and-disclosures) for more information (lsc.edu/about-lsc/consumer-information-and-disclosures).

## Social Media

[Twitter](https://twitter.com/LSC_Duluth) (twitter.com/LSC\_Duluth)

[Facebook](https://facebook.com/LakeSuperiorCollege) (facebook.com/LakeSuperiorCollege)

[YouTube](https://youtube.com/user/DuluthLSC) (youtube.com/user/DuluthLSC)

[Instagram](https://instagram.com/lakesuperiorcollege/) (instagram.com/lakesuperiorcollege/)

[LinkedIn](https://linkedin.com/company/lake-superior-college) (linkedin.com/company/lake-superior-college)

## Program Contact

[LSC's contacts webpage](https://lsc.edu/contact/) (lsc.edu/contact/)

**Stephanie Wainionpaa**

Director, College in the Schools

[stephanie.wainionpaa@lsc.edu](mailto:stephanie.wainionpaa@lsc.edu)

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