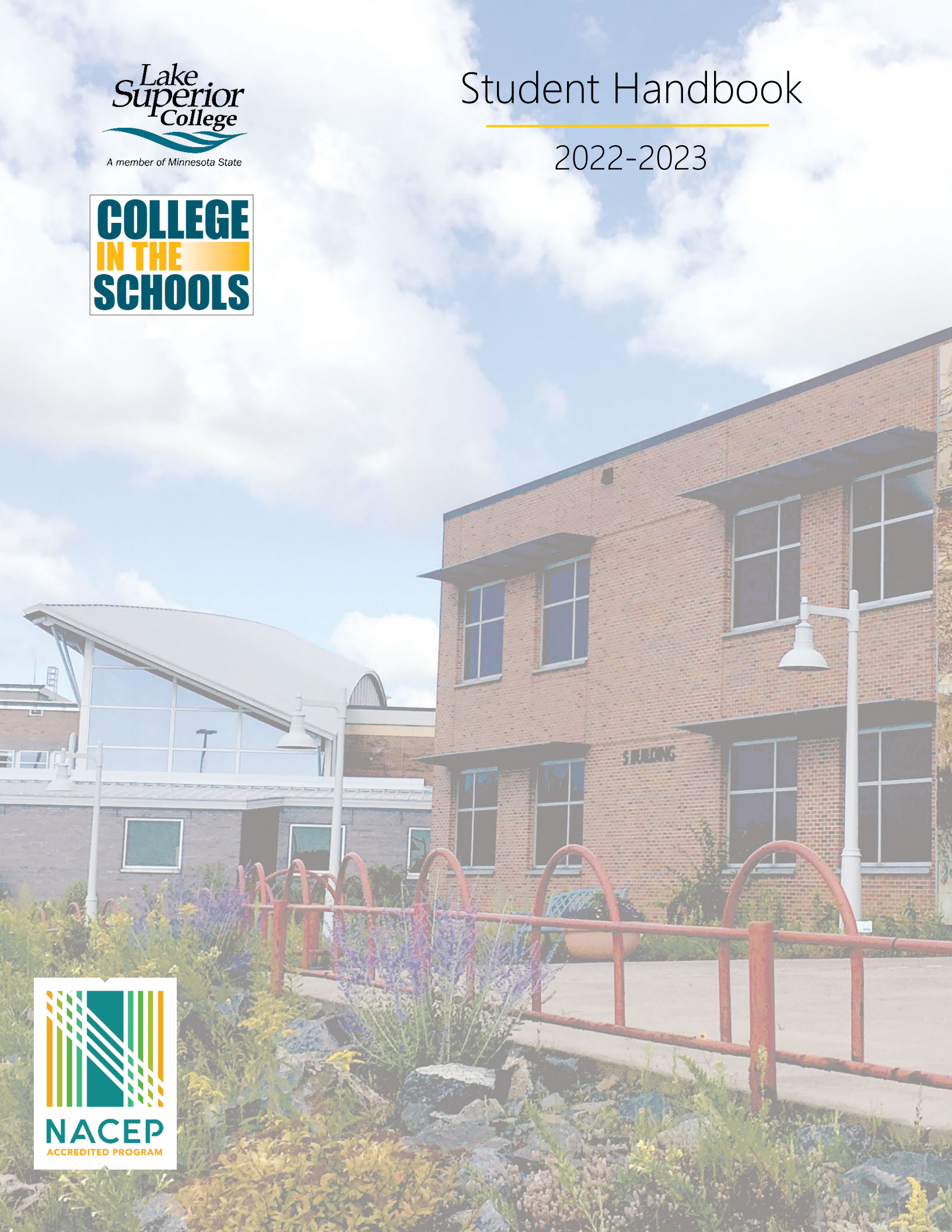




# Student Handbook

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## 2022-2023



# Table of Contents

What is College in the Schools? .....4

Program Benefits .....4

Student Risks and Responsibilities.....4

Website.....4

Registration.....5

    Critical Dates and Deadlines 2022-2023 .....5

    Course offerings, Pre-requisites, and Student Qualifications .....5

    Drop, Add, Withdrawal .....6

    Grades .....6

Advising.....7

Transferability, Degrees, and the Minnesota Transfer Curriculum .....7

    Student-Related Policies .....8

    Student Code of Conduct.....8

    Satisfactory Academic Progress .....8

    Petition to Policy .....8

    FERPA.....9

    Americans with Disabilities Act.....9

Student Services and Resources .....9

    Disability Services.....9

    Erickson Library.....10

    Center for Equity and Inclusion .....10

    LSC Store.....10

    Tutoring and Learning Center.....10

    Technology Help Desk.....10

    Recreational Sports .....11

    Student Life .....11

    Student Clubs .....11

    Wellness Center.....11

Consumer Information and Disclosures.....11

Social Media .....12

Program Contact.....12

Maps and Directions .....12

Welcome to Lake Superior College's College in the Schools (CITS) program, a partnership between LSC and your high school that offers dual enrollment in both high school and LSC college courses.

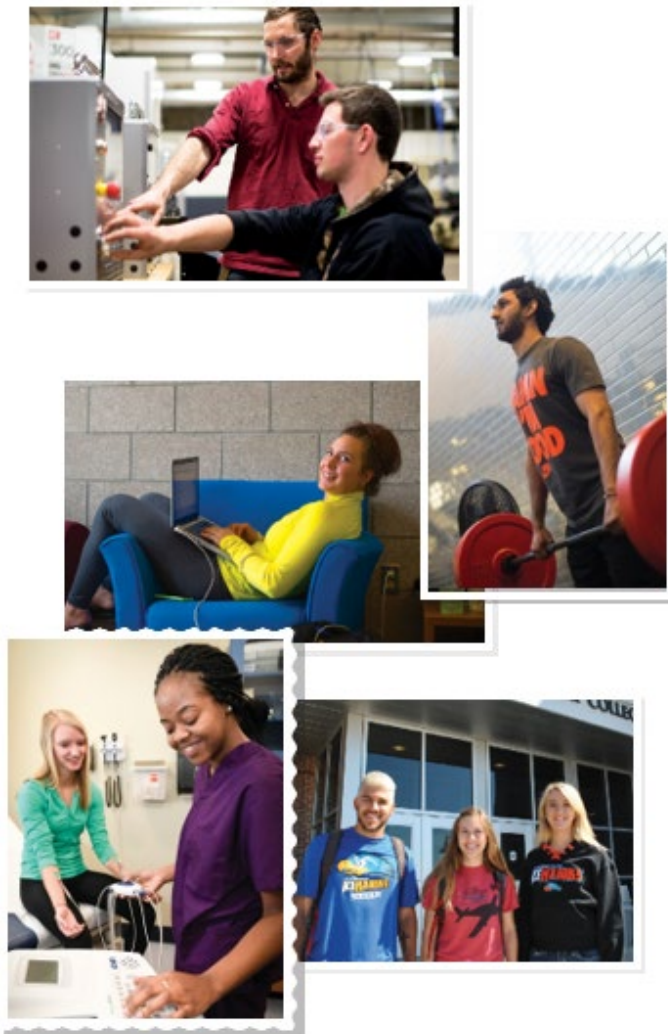
CITS allows you to stay at your high school to take rigorous, college-level courses taught by a high school teacher and to receive highly transferable college credits free of charge. These courses provide a glimpse of what college is like and give you a head-start on in-demand career preparation.

By enrolling in CITS, you've taken an important step towards your goals for the future, and we look forward to your success in the program. We encourage you to visit [our CITS Students webpage](http://lsc.edu/cits) (lsc.edu/cits) and contact your high school counselor with any further questions.

After graduation, we hope you consider LSC as a high-quality, affordable option to continue your college education, and we invite you to visit campus for a tour at any time in your high school career. Visit the [LSC tour webpage](http://lsc.edu/become-a-student/campus-tours) (lsc.edu/become-a-student/campus-tours) or call (218) 733-5951 for more information. We look forward to seeing you on campus!

Sincerely,

The LSC College in the Schools Staff





## What is College in the Schools?

"College in the Schools" is an umbrella term for Lake Superior College's (LSC) concurrent enrollment and Honors Online program, but it generally refers to our concurrent enrollment program. Concurrent enrollment (sometimes called "dual credit" or "dual enrollment") allows high school juniors and seniors to earn both high school and college credit for classes offered through a high school and taught by a high school teacher.

## 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.

## 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.

## Website

Visit the [College in the Schools website](http://lsc.edu/cits) (lsc.edu/cits).

# Registration

## Critical Dates and Deadlines 2022-2023

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, Pre-requisites, 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](https://lsc.edu/cits/cits-courses) (lsc.edu/cits/cits-courses).

## Drop, Add, Withdrawal

### *Definitions*

**Add:** Register for a course

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

**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

### *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.

### *Procedure*

When the registration window opens, CITS staff contacts each high school counselor with the registration instructions and reminder of important dates and deadlines. Counselors share the registration instructions with CITS teachers and students, according to the individual high school's preferences and policies.

Immediately after registration, students receive a copy of their registration form via the email they provided. Students should keep this email, but this is not verification of enrollment in the CITS course. CITS staff must still check qualifications and register the student. Students should check with their CITS teacher or counselor to verify registration.

Students should contact their high school counselor to drop or withdraw from a College in the Schools course. High school counselors are responsible for contacting Lake Superior College CITS staff to drop or withdraw students. Until high school staff contacts LSC, a student is still enrolled in the CITS course.

## Grades

CITS teachers assign a singular whole letter grade for each student. CITS students will not receive plusses or minuses for final grades. 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. 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

## Advising

Course options vary by school. A complete listing of current offerings, course descriptions and pre-requisites, and faculty liaisons is available on the [LSC CITS Student web page](http://lsc.edu/cits/cits-courses) (lsc.edu/cits/cits-courses). To determine your high school's CITS offerings and whether you qualify for a CITS course, speak to your high school counselor.

Students taking College in the Schools courses must give up one regular high school course for each CITS course; students may not take CITS courses as additional coursework on top of an existing full load of high school coursework. Students must limit total college credits per semester to 18 unless granted special permission.

## Transferability, Degrees, and the Minnesota Transfer Curriculum

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

To search how your LSC course will transfer to another institution (or vice-versa), visit [Transferology](http://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) can find more information on [LSC's transfer webpage](http://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](http://degrees.lsc.edu/all-programs) (degrees.lsc.edu/all-programs).

## 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://www.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://www.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://www.lsc.edu/current-students/records-registration/records-forms/) <https://www.lsc.edu/current-students/records-registration/records-forms/>

## 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://www.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).

## 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 Intercultural Center for cultural support or to set up a visit from LSC's Chief Diversity Officer.

Location: M125

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 [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](http://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](http://lsc.edu/contact/) (lsc.edu/contact/)

**Stephanie Wainionpaa**

College in the Schools Coordinator

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

(218) 733-5916

## Maps and Directions

**Lake Superior College – Main Campus**

2101 Trinity Road

Duluth, MN 55811

[Map of Main Campus with Rooms](http://lsc.edu/about-lsc/maps)

(lsc.edu/about-lsc/maps)

**Emergency Response Training Center**

11501 Highway 23

Duluth, MN 55808

**Center for Advanced Aviation**

4525 Airport Approach Road

Duluth, MN 55811

**Lake Superior College Downtown Center**

120 North 2<sup>nd</sup> Avenue West

Duluth, MN 55802



*A member of Minnesota State*

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