



Superior
COLLEGE

A member of

State

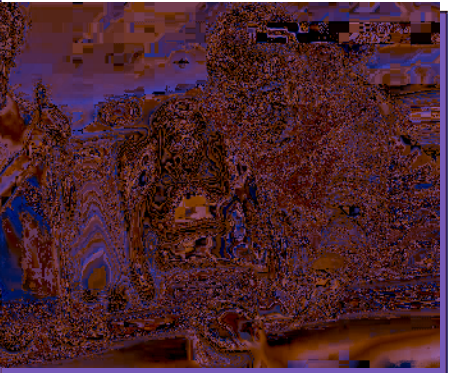
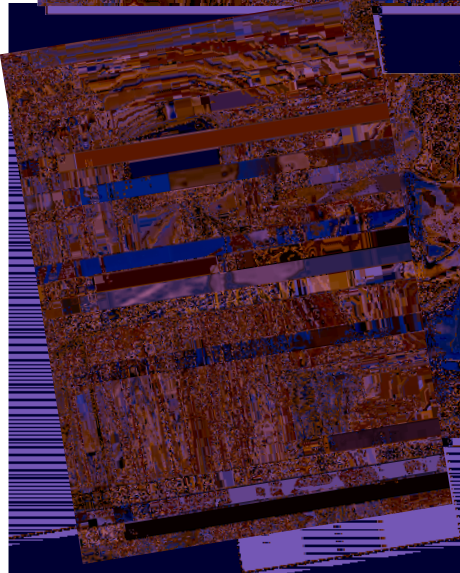
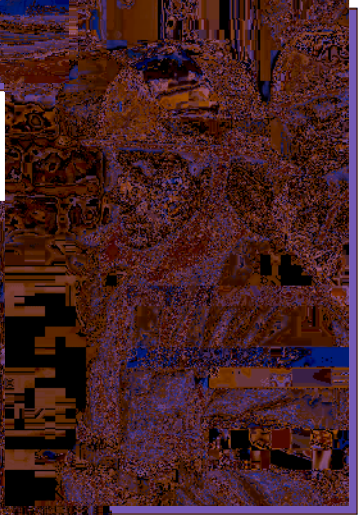
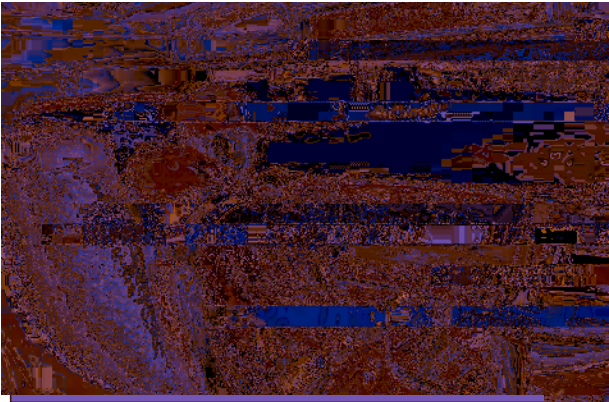
StarID: _____

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

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

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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

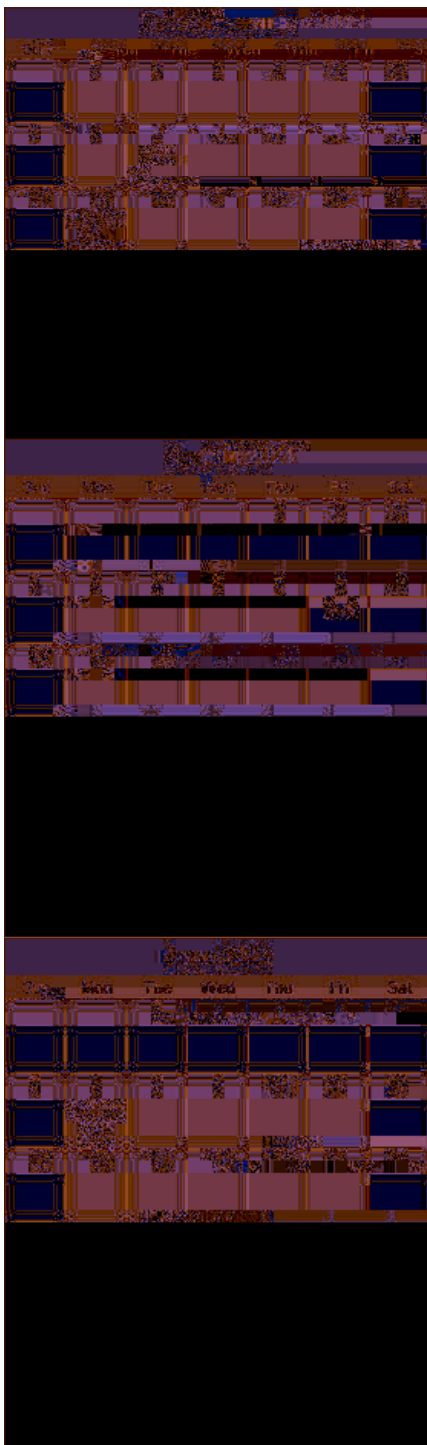
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General Information/Main Campus.....	733-7600
Student Services.....	733-7601
.....	FAX: 733-5945.
Child Care (Creation Station).....	733-7647
Customized Training & Community Education.....	723-5924
Disability Services.....	733-7650
Information Desk.....	733-7611
Intercultural Center.....	733-5975
Tutoring and Learning Center.....	733-5927
Library.....	733-5912
.....LSC.Founda	7008-5912

Important Academic Dates and Deadlines 2020-2021 School Year

24	
First drop for non-payment	08/25/2020
Last day to drop/add - Fall	08/28/2020
End of full refund for Fall	08/28/2020
Drop for non-payment - Fall	08/28/2020
End of 75% refund period for Total Withdraw (TOW)	09/04/2020
End of 50% refund for Total Withdraw (TOW)	09/14/2020
End of 25% refund for Total Withdraw (TOW)	09/21/2020
Fall graduation requests due	12/01/2020
Spring/Summer registration: Disabilities/SSS/Veterans/EOC	10/19/2020
Spring/Summer registration: 45+ credits	10/21/2020
Spring/Summer registration: 30+ credits	10/23/2020
Spring/Summer registration: 15+ credits	10/26/2020
Spring/Summer registration: 1+ credit	10/28/2020
Spring/Summer registration: Currently enrolled	10/30/2020
Spring/Summer registration: New Student	11/02/2020
Spring/Summer registration: New Non-degree	11/09/2020
Last Day to Withdraw - Fall	Varies
11	
First drop for non-payment - Spring	01/12/2021
Drop for non-payment - Spring	01/15/2021
End of 100% refund for Spring	01/15/2021
Last day to drop / add - Spring	01/15/2021
End of 75% refund period for Total Withdraw (TOW)	01/25/2021
End of 50% refund for Total Withdraw (TOW)	02/01/2021
End of 25% refund for Total Withdraw (TOW)	02/08/2021
Spring/Summer graduation requests due	03/31/2021
Fall Registration: Disabilities/SSS/Veterans/EOC	03/24/2021
Fall Registration: 45+ credits	03/26/2021
Fall Registration: 30+ credits	03/29/2021
Fall Registration: 15+ credits	03/31/2021
Fall Registration: 1+ credit	04/02/2021
Fall Registration: Current	04/05/2021
Fall Registration: New Student	04/07/2021
Fall Registration: New Non-degree	04/14/2021
Last Day to Withdraw - Spring	Varies
7	
First drop for non-payment - Summer	06/08/2021
Drop for non-payment - Summer	06/11/2021
Last day to drop / add - Summer	06/11/2021
End of 50% refund for Total Withdraw (TOW)	06/18/2021
Last Day to Withdraw - Summer	Varies







September 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
		1	2
6	7 Offices closed	8	9
13	14	15	16
20	21	22	23
27	28	29	30

October 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
4	5	6	7
11	12	13	14
18	19	20	21
25	26	27	28

October 2020

THURSDAY	FRIDAY	SATURDAY	NOTES

November 2020

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November 2020

THURSDAY	FRIDAY	SATURDAY	NOTES
5	6	7	
12	13	14	
19	20		
26	27	25	
Offices closed	Offices closed		


December 2020

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
		1	2
6	7	8	9
13	14	15	16
20	21	22	23
27	28	29	30

December 2020

THURSDAY	FRIDAY	SATURDAY	NOTES
	Offices closed		

January 2021



January 2021

January 2021			

February 2021

February 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
4			
11	12	13	14
18	19	20	21

March 2021

THURSDAY	FRIDAY	SATURDAY	NOTES
4	5	6	
11	12		
18	19	17	
25	26	24	

April 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
4	5 Offices open	6	7
11	12	13	14
18	19	20	21
25	26	27	28

April 2021

May 2021

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May 2021

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



June 2021

THURSDAY	FRIDAY	SATURDAY	NOTES
3	4	5	Check withdrawal deadlines
10	11	12	
17	18	19	
24	25	26	

June 11 to avoid financial liability.

July 2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
4	5 Offices closed	6	7
11	12	13	14
18	19	20	21
25	26	27	28

July 2021

CONNECT & EXPLORE

The Campus

LSC BUILDING

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 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.

Phone: 218-733-7601

concerns; and advocacy and referral to college and community resources. The Center has a quiet space that can be used for nursing mothers, prayer, or other activities; a free private phone; and the campus food shelf.

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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.

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

Phone: 218-733-5927

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.

1 2

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!

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

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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

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>.

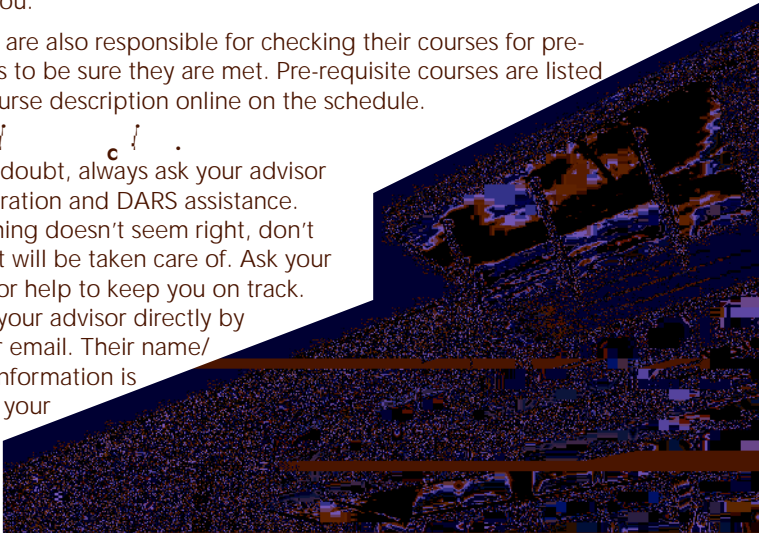
Program guides can change from year to year, but you will be working on the requirements of your program at the time of entry into the school (in other words, the program guide that was current the semester you started). This is called your planner year. When you are looking at degree requirements, you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

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.

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.

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.





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

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.

1.

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 financial aid offer, apply for your student loans
- Bills and Payment: Access your tuition and fee information

2.

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.

3.

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

Learning Support Center Policies:

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>.

Adding/Dropping Classes

(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 for full term classes to make final adjustments to 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. Keep in mind that the Add/Drop Period varies for classes shorter than a full term.

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.).

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.

Withdrawing from Courses

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.

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.

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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

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(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 FAFSA results 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.***

/

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.

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.

(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,

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 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 with a 2.5 or higher GPA 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.

150% 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

STUDENT RESPONSIBILITIES FOR LSC

- 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.

Financial Aid Offer: Once your Federal Financial Aid offer is received, be stated to

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

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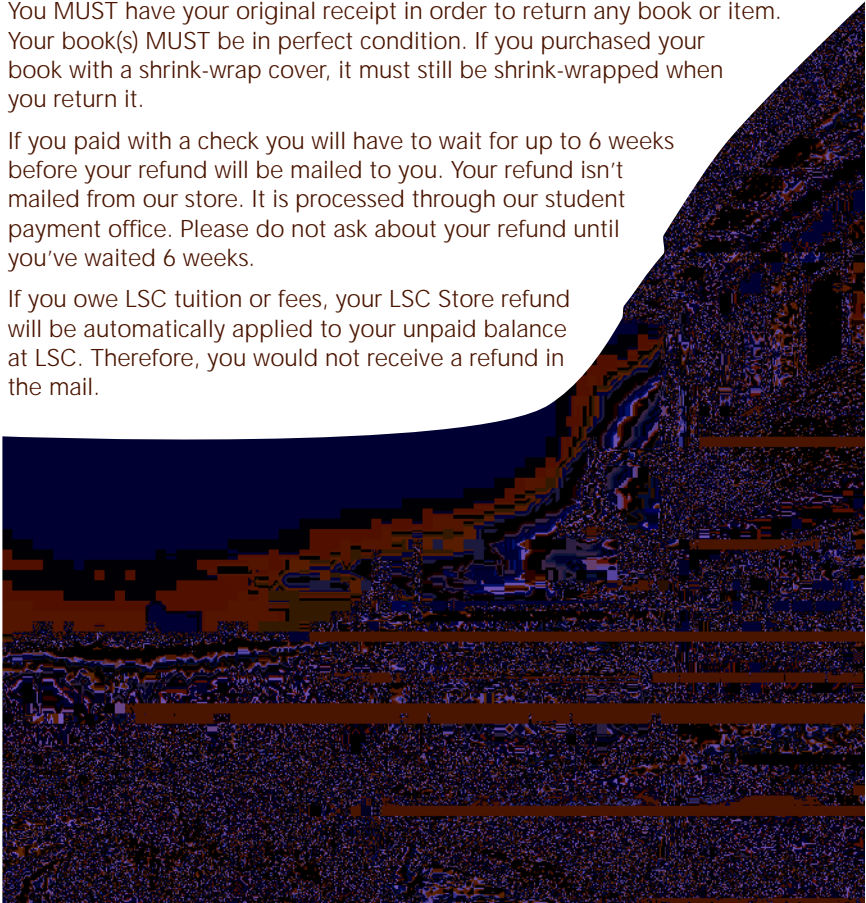
How do I know what books to purchase for my class?

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.



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.

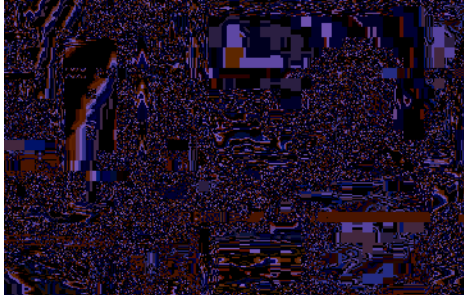
Part 7: Catalog and Course Information. To the extent possible, students will be provided relevant and accurate information regarding courses prior to enrollment. Catalog descriptions will be accurate and based on information existing at the time of publication. To the extent possible, class schedules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

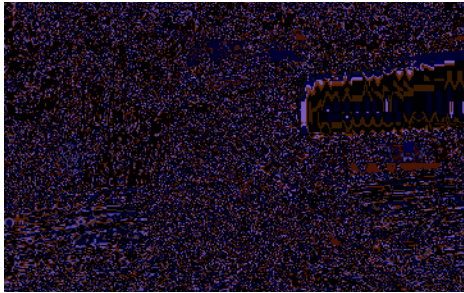
Part 9: Academic Evaluation. Student academic performance shall be evaluated solely on the basis of academic standards, including any requirements that are noted in the catalog, course syllabus, or Student Handbook. Students shall have protection against prejudiced or capricious evaluation and shall 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
Part 7: Catalog and Course Information. T

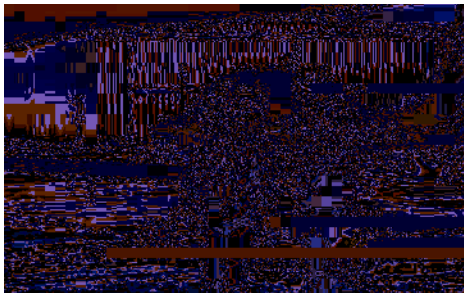
Career Training Centers



Digital Center
120 N. 2nd Avenue West
Duluth MN 55802



Excelsior Truck Driving Center
11501 Highway 23 Duluth, MN 55808



Global Aviation
4960 Airport Road, Hanger #103
Duluth, MN 55811

