

STUDENT

GUIDE BOOK



2020 2021



MISSION

Leech Lake Tribal College provides quality higher education grounded in Anishinaabe values.

VISION

To be recognized as a center of academic excellence that advances the Anishinaabe worldview and empowers life-long learners who are fully engaged citizens, stewards, and leaders.



STUDENT SERVICES SUPPORT



DEAN OF STUDENTS & EMERGENCY AID FUNDS:

Jorge Mendoza: jorge.mendoza@lltc.edu / 218-335-4262

EMERGENCY ITEMS:

Food/Gas - Cass Lake: roselynn.jones@lltc.edu / 218-335-4211

Food/Gas - Bemidji: samantha.fairbanks@lltc.edu / 218-335-4218

Pantry Items / Food: valerie.smith@lltc.edu / 218-335-4278

Laptops / Hotspots: brady.fairbanks@lltc.edu / 218-335-4256

Counseling and Mental Health Support: Check student email for an email from betterhelp.com and proceed with registration (Confidential and no charge to students).

OTHER SUPPORT IN STUDENT SERVICES:

Learning Center: kim.dickson@lltc.edu / 218-335-4242

Tutoring Support: tutorhelp@lltc.edu / (text)

Registrar: stacey.lundberg@lltc.edu / 218-335-4262

Admissions: valerie.smith@lltc.edu / 218-335-4286

OTHER SUPPORT ON CAMPUS:

Distance Education: antonio.arce@lltc.edu / 218-335-4252
<https://lltc.instructure.com/courses/414/pages/students-quick-access>

Bookstore: emily.nordstrom@lltc.edu / 218-335-4214



CHECK YOUR CLASS SCHEDULE AND UNOFFICIAL TRANSCRIPTS



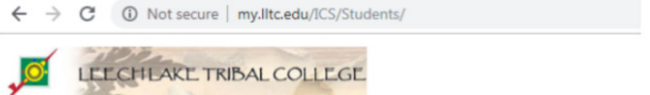
Step 1:

Log-in to your
Student Portal

<http://my.lltc.edu/ics>

Or found on the LLTC
Homepage lltc.edu
"Student Portal"
on the upper left.

(Contact IT @ 335-4223
with problems)



Home Admissions **Students** CoursEval Faculty Financ

You are here: [Students](#) > [Default Page](#)

Students

Default Page

Advising

Registration

Business Office

Financial Aid

Quick Links

My Pages

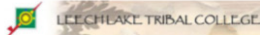
My Courses

Step 2:

Click on "STUDENTS"

Step 3:

Click on "REGISTRATION"



Home Admissions Students Cours

You are here: [Students](#) > [Registration](#) > [Default Page](#)

Registration

Default Page

Course Schedules

Ethnicity and Race Portlet

GPA Projection

Grade Report

Student Requests

Student Schedule

Unofficial Transcript

Quick Links

My Pages

Step 4:

Click on "DEFAULT PAGE"

Step 5:

Click on "STUDENT SCHEDULE"
OR OTHER OPTIONS

Accessing your Attendance:

1. Click "Students"
2. Click "My Courses"
3. Select course you want attendance for
4. Click "Attendance"
5. Repeat for other courses you need attendance for.



<https://my.lltc.edu/ics>

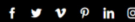
Contact: roselynn.jones@lltc.edu / 218-335-4211



ORIENTATION



[Student Portal](#) [Canvas](#) [Email](#) [Academic Calendar](#) [Course Schedule](#) [Course Catalog](#) [Bookstore](#) [Disclosures & E-Docs](#)

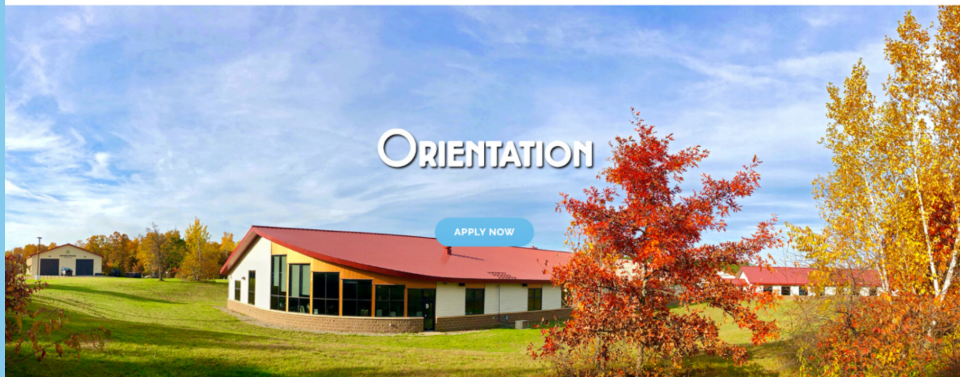


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COME FIND YOUR PLACE.

[ABOUT US](#) [ADMISSIONS](#) [ACADEMICS](#) [STUDENT SERVICES](#) [RESOURCES](#) [FINANCIAL AID](#) [NEWS](#) [CONTACT](#) [GIVE](#) [Q](#)



INSTRUCTIONS

1. Review Fall/Spring 2020 Orientation slide presentation
2. Review and familiarize yourself with the SOLOS Support Module
3. Review the Title IX Student Orientation
4. Review the Bystander Intervention Information and the Sexual Harassment Risk Reduction Tips.
5. Review Zoom meeting tutorial
6. Complete the Orientation Survey Checklist

Please also plan to attend at least one of the two Orientation Zoom Meetings to ask any question and get to know some of our staff and faculty.

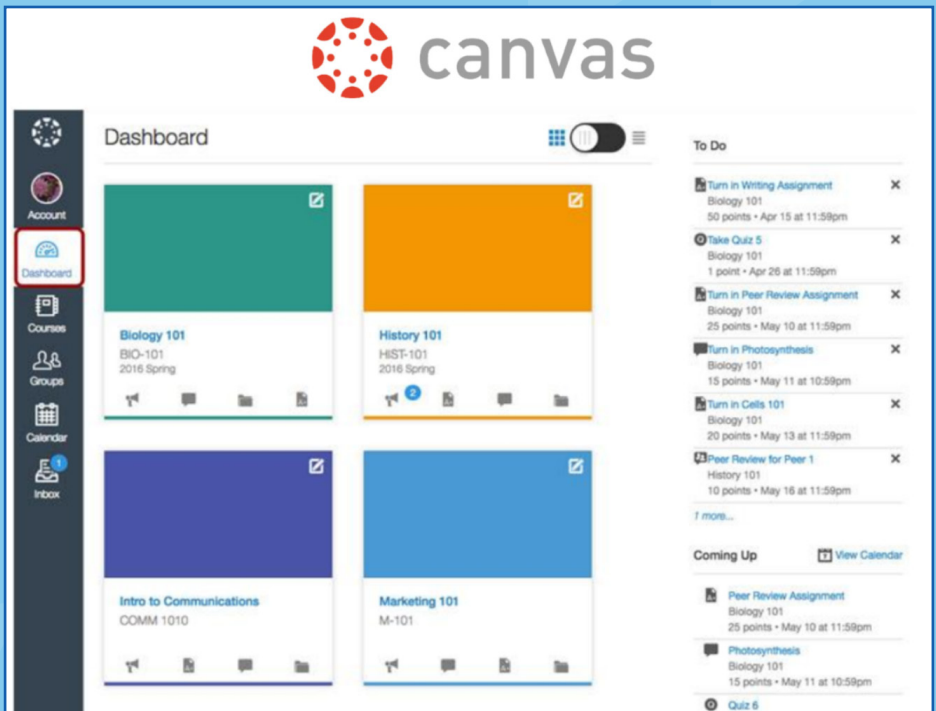
<https://www.lltc.edu/orientation/>



ZOOM & CANVAS TUTORIALS



<https://ltc.instructure.com/courses/353/pages/zoom-tutorials>



<https://ltc.instructure.com/courses/353/pages/solos-step-4-canvas-tutorial>

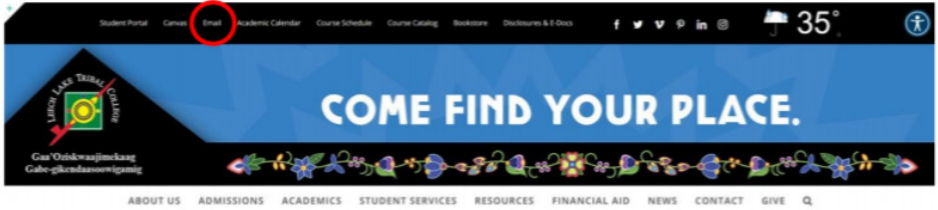


USING YOUR EMAIL ACCOUNT



1. Go to www.lltc.edu (Google Chrome Browser)

2. Select E-mail



3. Select "Advance"



Your connection is not fully secure

This site uses an outdated security configuration, which may expose your information (for example, passwords, messages, or credit cards) when it is sent to this site.

NET-ERR_SSL_OBSOLETE_VERSION

Advanced

Back to safety

4. Select "Proceed to exmail.lltc.edu"



Your connection is not fully secure

This site uses an outdated security configuration, which may expose your information (for example, passwords, messages, or credit cards) when it is sent to this site.

NET-ERR_SSL_OBSOLETE_VERSION

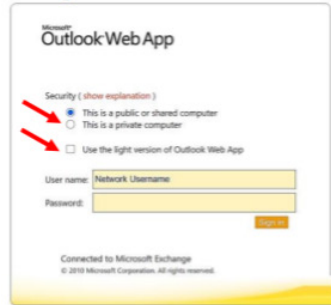
Hide advanced

Back to safety

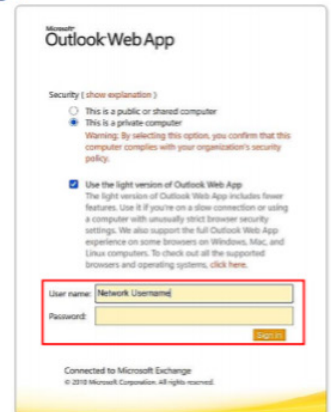
The connection used to load this site used TLS 1.0 or TLS 1.1, which are deprecated and will be disabled in the future. Once disabled, users will be prevented from loading this site. The server should enable TLS 1.2 or later.

Proceed to exmail.lltc.edu (unsafe)

5. Select "This is a private computer" and "Use the light version of Outlook Web App"



6. Login



<https://www.lltc.edu>

Contact: bob.moran@lltc.edu / 218-335-4230



HOW TO CHECK YOUR DEGREE AUDIT



(COURSE NEEDS/ADVISING WORKSHEET)

1. Login in to your student portal <http://my.lltc.edu/ics>
2. Click on **Students** in top bar
3. Click on the **Advising** Folder on left
4. Click on "Default Page" then **Course Needs**
5. **Click here**
6. Click on the **blue hyperlink** in front of your degree program
7. Click on the **blue hyperlink** at the bottom beginning with CN SETTINGS CUSTOM....
8. Your Course Needs/Advising Worksheet will show up with the classes you are currently enrolled in **O**, have taken **√**, or remaining **X**.
9. Please double check to make sure all your courses are correct and showing up only once in a Required Category.



Want a printable worksheet instead? Find your degree program @ <https://www.lltc.edu/wp-content/uploads/2019/07/SuggestedStudyPlansFA18.pdf>



<http://my.lltc.edu/ics>

<https://www.lltc.edu/wp-content/uploads/2019/07/SuggestedStudyPlansFA18.pdf>

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DISTANCE EDUCATION PROGRAM



STUDENT ONLINE LEARNER ORIENTATION SUPPORT

SOLOS

upport



<https://lltc.instructure.com/courses/353>

BASIC COMPUTER SKILLS



<http://lltcdistanceeducation.atspace.cc/basictutorial.htm>



<https://www.lltc.edu/academics/distance-education/>

Contact: antonio.arce@lltc.edu / 218-335-4252



HELPFUL RESOURCES



**Accessibility with
Chromebook**

<https://partnerdash.google.com/apps/simulator/chromebook#turn-on-select-to-speak?l=en>



**Accessibility with
Windows 10**

<https://support.microsoft.com/en-us/office/accessibility-support-for-windows-8b1068e6-d3b8-4ba8-b027-133dd8911df9?ui=en-US&rs=en-US&ad=US>



grammarly

Member Login



Continue with Facebook



Continue with Google



Continue with Apple

OR

Email

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

Continue

[Can't log in?](#) · [Don't have an account?](#)

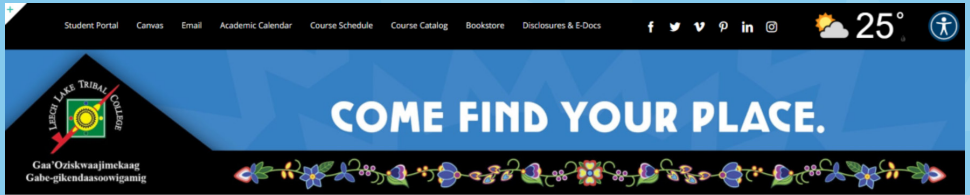
<https://www.grammarly.com/>

LLTC CAMPUS WI-FI



**Monday-Fridays:
7am - 7pm**

**Saturday-Sunday:
9am - 9pm**



Resources available to our students: These services are FREE!

***Due to COVID-19, some services are unavailable at this time, please contact the Learning Center with any questions or requests.*

- Trained Peer Mentor Tutors in various topics, such as Ojibwemowin, Science, Math, English, etc.
- Computers
- Study materials
- Electronic textbook readers
- Magnifiers
- Limited office supplies
- Designated study group sessions
- Three quiet areas to study, do homework or meet with a study group



<https://www.lltc.edu/resources/learning-center/>

Contact: kim.dickson@lltc.edu / 218-335-4242



MONDAY DRUM



Join us every Monday at 12pm for Monday Drum! We like to start our week off at LLTC in the Drum Room with weekly announcements and updates from our faculty and staff members followed by a healthy lunch provided to all of our students.

***Due to COVID-19, Monday Drum will be hosted online via Zoom until further notice. Please check your student emails on Monday mornings for the Zoom invite.*



LLTC BOOKSTORE



Check out our bookstore website to help you better understand the process of ordering your class books, as well as what else the campus store has to offer the students and visitors!

www.lltcbookstore.com



<https://www.lltc.edu/resources/bookstoreprintshop/>

Contact: emily.nordstrom@lltc.edu / 218-335-4214



ACADEMIC CALENDAR



	FALL 2020	SPRING 2021
Last day to apply for fall/spring term	August 14	January 2
Faculty in-service	August 17-21	January 4-8
Student orientation	August 20-21	January 8
Registration closes	August 21	January 8
Classes begin	August 24	January 11
Martin Luther King Jr. Day: <i>campus closed</i>	X	January 18
Last day to add/drop	September 1	January 19
Labor Day: <i>campus closed</i>	September 7	X
Graduation applications due	X	January 22
Fall incompletes due	X	February 1
President's Day: <i>campus closed</i>	X	February 15
Midterms	October 8-14	March 1-5
Assessment Days: <i>no classes</i>	October 15 & 16	X
Midterm grades due	October 20 (by Noon)	March 9 (by Noon)
Spring break - <i>no classes</i>	X	Based on AIHEC
Advising Week	October 26-30	March 22-26
Last day to withdraw	November 2	March 24
Registration for spring/fall term begins	November 9	March 29
Veteran's Day: <i>campus closed</i>	November 11	X
Good Friday: <i>campus closed</i>	X	April 2
Thanksgiving Break: <i>campus closed</i>	November 26-27	X
Last day of classes	December 8	April 30
Book Buy Back in bookstore	December 7-11	May 3-7
Finals	December 9-15	May 3-6
Final grades due	December 16 (by Noon)	May 10 (by Noon)
Winter Break: <i>no classes</i>	December 16 - January 10	X
Faculty in-service	December 17	May 11-14
Christmas Break: <i>campus closed</i>	December 24 & 25	X
New Years Break: <i>campus closed</i>	December 31 & January 1	X
Graduation	X	May 15
Summer classes begin	X	June 1
Spring incompletes due	X	June 28
Summer session ends	X	July 16

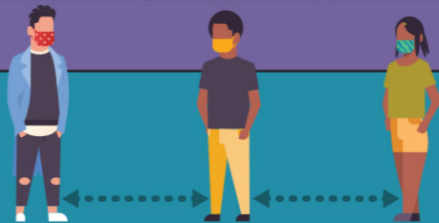
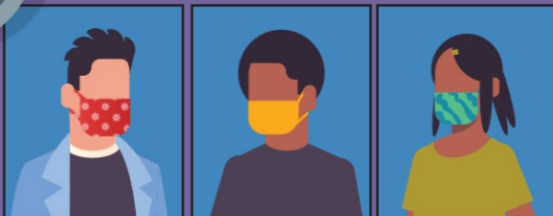


Slow the Spread of COVID-19



WASH YOUR HANDS OFTEN

WHEN OUT WITH YOUR FRIENDS, WEAR A MASK



AND STAY 6 FEET APART FROM OTHERS



CLEAN FREQUENTLY TOUCHED OBJECTS



DO NOT TOUCH YOUR EYES, NOSE, AND MOUTH



COVER YOUR COUGHS AND SNEEZES

STAY HOME IF YOU ARE SICK



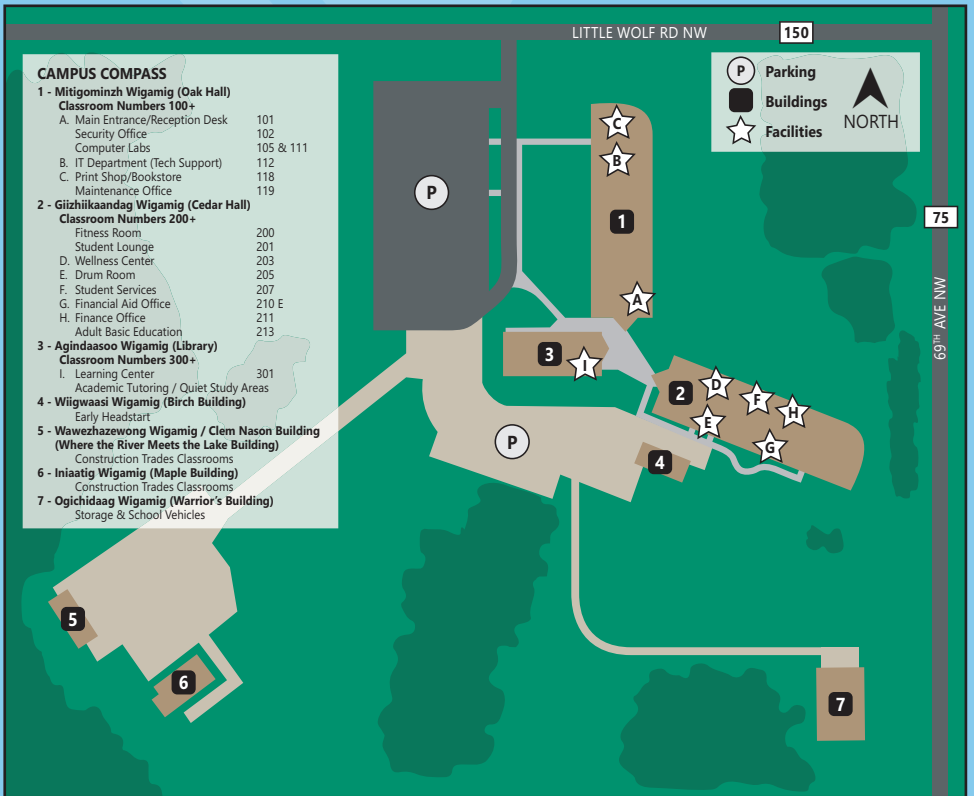
[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

CS 310104-A 08/06/2020





LLTC CAMPUS



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 www.lltc.edu • 218.335.4200