



## MISSION STATEMENT

Lake Area Technical Institute offers superior,  
comprehensive technical education, creating a foundation for success  
in an ever-changing world.

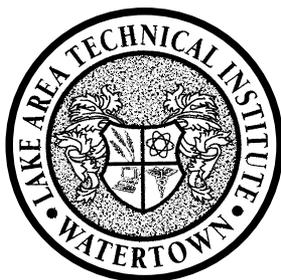


230 11th Street Northeast

Watertown, SD 57201

605.882.5284 1.800.657.4344

[www.lakeareatech.edu](http://www.lakeareatech.edu)



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## ***Student Responsibility for Student Handbook Information***

You, as a student, are responsible for knowing the information in this handbook and the most current course descriptions. Lake Area Tech reserves the right to change regulations and policies as necessary.

## ***Accreditation***

Lake Area Technical Institute is accredited by The Higher Learning Commission, A Commission of the North Central Association of Colleges and Schools.

Watertown School District 14-4 provides equal opportunity in its employment regulations, educational, and activity programs.

It is the policy of the District not to discriminate on the basis of sex, race, color, national origin, creed, religion, marital or veteran status, status in regard to public assistance, age, or disability.

Inquiries regarding implementation and compliance of Americans with Disabilities Act may be directed to Sandy Jungers.

Persons with inquiries regarding implementation and compliance regarding Title IX or Section 504 may contact the Watertown School District Superintendent's Office, P.O. Box 730, Watertown, South Dakota 57201, (605) 882-6312.

Additional inquiries may be directed to the Regional Director, Department of Education, Office for Civil Rights, 10220 N Executive Hills Boulevard, 8th Floor, Kansas City, MO 64153-1367. (816) 880-4200.



**The Higher Learning Commission**

A Commission of the North Central Association of Colleges and Schools



30 N. LaSalle St., Suite 2400  
Chicago, IL 60602-2504  
1-800-621-7440

[www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org)

## Emergency Numbers

### Police

Emergency . . . . . 911  
Routine Business . . . . . 882-6210

### Fire Department

Emergency . . . . . 911  
Routine Business . . . . . 886-4733

### Ambulance

Emergency . . . . . 911

### Clinics

Sanford Health Clinic - Watertown . . . 886-8471  
Brown Clinic . . . . . 886-8041

### Hospital

Prairie Lakes Healthcare System . . . 882-7000

**Rape & Abuse Hotline** . . . . . 886-4300

**Child Abuse Hotline** . . . . . 886-4300

**Women's Resource Center** . . . . . 886-4300

**Human Services Agency** . . . . . 886-0123

Alcohol & Drug Prevention

Lake Region Mental Health

**Public Health Nurse** . . . . . 882-5177

## General Directory

Lake Area Technical Institute . . . . . 882-5284 or  
1-800-657-4344

Lake Area Tech Fax . . . . . 882-6299

Admissions . . . . . ext. 290

Bookstore . . . . . ext. 269/242/318

### Buildings

Auto Building . . . . . ext. 253/219

Aviation Annex . . . . . 882-6311

Building Trades . . . . . ext. 377

Diesel Technology . . . . . ext. 476

Educare Center . . . . . ext. 440

Manufacturing Education Center . . . . . ext. 321

Tech Education Center . . . . . ext. 320

Counselor . . . . . ext. 216

Curriculum Center . . . . . ext. 265

Foundation/Alumni Office . . . . . ext. 292

President's Office . . . . . ext. 229

Kitchen . . . . . ext. 237

Library . . . . . ext. 234

S.D. Career Center . . . . . ext. 256

Lake Area Technical Institute

Telephone Extension Numbers

<b>ADMINISTRATION</b>	<b>Extension</b>
Bellum, Kimberly	271
Cartney, Mike	224
Johnson, Myron	260
Mollenhoff, Julie	256
Ortmeier, Shane	318
Paulson, Tom	268
Quale, Lee	228
Seeklander, Marlene	255
Shephard, Deb	229
Strait, LuAnn	241
True, Jeanie	216
Webb, Bud	247

<b>SUPPORT STAFF</b>	<b>Extension</b>
Bohls, Brooke	292
Dargatz, Suzanne	269
Erp, Sheryl	333
Frentz, Claudia	280
Haigh, Eileen	213
Heller, Dennis	223
Hunter, Tammy	200
Forman, Julie	456
Jordanger, Carrie	254
Karber, Joy	265
Kruger, Charlene	320
Malimanek, Laurie	290
McConnell, Marnee	239
O'Farrell, Matt	336
Rabine, Tristan	259
Redder, Loretta	298
Rider, Marsi	242
Russell, Bonita	321
Sattler, Tina	240
Stern, Heidi	249
Venjohn, Cal	317
Vetter, Landon	230
Ward, Cindy	237
Wickland, Sue	231

<b>DEPARTMENT/OFFICE</b>	<b>Extension</b>
Agri-Business (Rm. 206)	213
Agri-Production (Rm. 114)	297
Applied Communications/Contemporary Communications (Rm. 210)	278

**Lake Area Technical Institute**  
**Telephone Extension Numbers**

<b>DEPARTMENT/OFFICE</b>	<b>Extension</b>
Alumni Office ( <i>Tom Paulson</i> ) . . . . .	268
Automotive Technology . . . . .	253
Parts . . . . .	219
Aviation Maintenance Technology ( <i>Airport</i> ) . . . . .	882-6311
Bookstore ( <i>Shane/Marsi/Suzanne - Rm. 127</i> ) . . . . .	318/242/269
Building Trades Technology . . . . .	377/375/376/299
Business & Industry Training ( <i>Myron Johnson</i> ) . . . . .	260
CASE-NEW HOLLAND ( <i>Wayne Pietz</i> ) . . . . .	361
Collections ( <i>Loretta Redder - Rm. 119D</i> ) . . . . .	298
Composition ( <i>Cindy Stupnik - English - Rm. 214</i> ) . . . . .	346
Computer/General Education ( <i>Joanne Andersen and Jerry Olson - Rm. 132</i> ) . . . . .	369/285
Computer Information Systems ( <i>Rm. 121</i> ) . . . . .	275/360/251/311
Cosmetology ( <i>Rm. 310</i> ) . . . . .	380/382
Cosmetology Appointment Desk . . . . .	374/882-6310
Counseling ( <i>Jeanie True</i> ) . . . . .	216
CPR/First Aid ( <i>Deb Ernst/Amy Cordell - Rm. 501</i> ) . . . . .	264/600
Curriculum Office ( <i>Rm. 122</i> ) . . . . .	271/265
Custodial . . . . .	317/880-1633
Debit Card Office ( <i>Marnee McConnell - Rm. 119A</i> ) . . . . .	239
Dental Assisting ( <i>Rm. 111</i> ) . . . . .	388/362/214
Diesel Technology . . . . .	476/455/211/454/433
Diesel Truck . . . . .	266
Director of Enrollment ( <i>Lee Quale</i> ) . . . . .	228
Educare Center ( <i>Kristi Jerzak</i> ) . . . . .	440
Educational Services Center/Library . . . . .	481/234
Electronic Systems Technology . . . . .	262/250/479
Energy Technology . . . . .	363
Engineering/Architectural Drafting . . . . .	347/348/221
Environmental Technology . . . . .	313
Equity Coordinator ( <i>Deb Ernst</i> ) . . . . .	264
Fee Payment Questions ( <i>Marnee McConnell, Student Services</i> ) . . . . .	239
Financial Aid Office ( <i>Marlene Seeklander - Rm. 119B/Carrie Jordanger</i> ) . . . . .	255/254
Financial Services ( <i>Rm. 132</i> ) . . . . .	464/463
Food Service ( <i>Cindy Ward - Kitchen</i> ) . . . . .	237
Foundation Office ( <i>Tom Paulson</i> ) . . . . .	268
General Education - Behavioral Science ( <i>Pam Hohn</i> ) . . . . .	245
General Information . . . . .	200
Housing ( <i>Laurie Malimanek - Rm. 100</i> ) . . . . .	290
Human Services Technician . . . . .	430/432
Information Systems ( <i>Dennis Heller</i> ) . . . . .	223

## Lake Area Technical Institute

# Telephone Extension Numbers

<b>DEPARTMENT/OFFICE</b>	<b>Extension</b>
Innovation Center . . . . .	305/389
Intramural Sports ( <i>Shane Ortmeier - Rm. 127</i> ) . . . . .	318
Library . . . . .	234
Machine Tool Technology . . . . .	226/368
Mailing Service/Stamps ( <i>Bookstore - Rm. 127</i> ) . . . . .	242/269
Math ( <i>Bob Larson - Rm. 206</i> ) . . . . .	236
Manufacturing Education Center . . . . .	321
Marketing/Management/Sales ( <i>Rm. 209</i> ) . . . . .	365/263
Medical Assisting ( <i>Rm. 110</i> ) . . . . .	217/459
Medical Laboratory Technology . . . . .	323/324
MLT Lab ( <i>Rm. 532 - Emergency Only</i> ) . . . . .	334
Nursing ( <i>School Nurse - Rm. 321</i> ) . . . . .	282
Occupational Therapy Assistant ( <i>Rm. 311</i> ) . . . . .	371/372
Oral Communications Office ( <i>Speech - Vynita Jacobson - Rm. 136</i> ) . . . . .	356
Parking Sticker/Fines ( <i>Rm. 100</i> ) . . . . .	200
Peer Tutoring ( <i>Jeanie True/Nancy Iverson - Rm. 210</i> ) . . . . .	216/481
Perkins Loan ( <i>Loretta Redder - Rm. 119D</i> ) . . . . .	298
Physical Therapist Assistant . . . . .	325/357/329
Placement Services ( <i>Julie Mollenhoff - Rm. 119E</i> ) . . . . .	256
Practical Nursing ( <i>Rm. 321</i> ) . . . . .	282
Robotics . . . . .	262
Scholarships ( <i>Carrie Jordanger/Brooke Bohls</i> ) . . . . .	254/292
S.D. Career Center ( <i>Julie Mollenhoff - Work Study/Part-time Work - Rm. 119E</i> ) . . . . .	256
Technical Education Center . . . . .	320
Tech Prep ( <i>Dodie Bemis</i> ) . . . . .	328
Transferring from LATI ( <i>Lee Quale - Rm. 103</i> ) . . . . .	228
Veterans' Services ( <i>Marlene Seeklander - Rm. 119B</i> ) . . . . .	255
Welding Technology . . . . .	212/465

<b>MISCELLANEOUS NUMBERS</b>	<b>Extension</b>
Lake Area Tech Toll Free . . . . .	1-800-657-4344
MEC - Conference Room . . . . .	483
MEC - Kitchen . . . . .	487
Lake Area Tech Fax Machine . . . . .	882-6299
MEC Fax Machine . . . . .	753-3002
TEC Fax Machine . . . . .	882-6347
Aviation Fax Machine . . . . .	882-6345





# August 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29 Student Hometown Day	30	31	

Notes . . .

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**Priorities**

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JULY							2007
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29	30	31					

AUGUST							2007
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26	27	28	29	30	31		

SEPTEMBER							2007
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**Monday**

30

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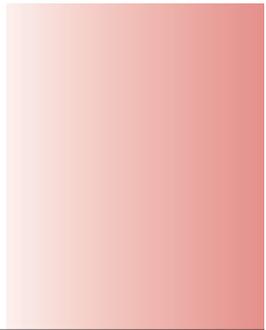
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**Tuesday**

31

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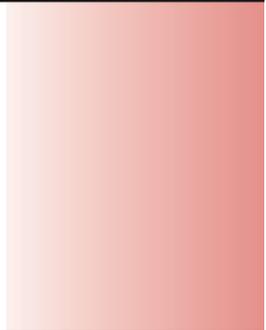
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**Wednesday**

1

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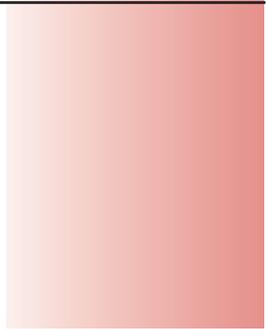
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# August 2007

<b>Thursday</b>	2 _____ _____ _____ _____ _____	
<b>Friday</b>	3 _____ _____ _____ _____ _____	
<b>Saturday</b>	4 _____ _____ _____ _____ _____	Fly Night at Airport
<b>Sunday</b>	5 _____ _____ _____ _____ _____	



**Priorities**

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JULY							2007
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29	30	31					

AUGUST							2007
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26	27	28	29	30	31		

SEPTEMBER							2007
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**Monday**

6

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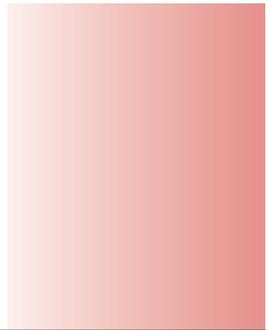
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**Tuesday**

7

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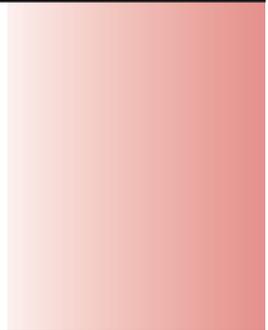
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**Wednesday**

8

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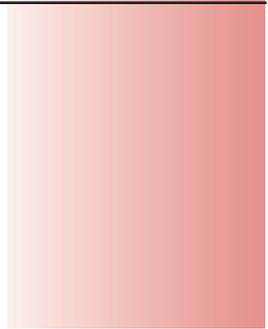
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# August 2007

Thursday

9

Friday

10

Saturday

11

Fly Night at Airport

Sunday

12



**Priorities**

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JULY							2007
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AUGUST							2007
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SEPTEMBER							2007
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**Monday**

13

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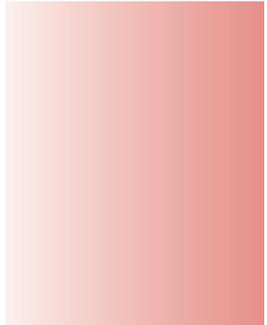
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**Tuesday**

14

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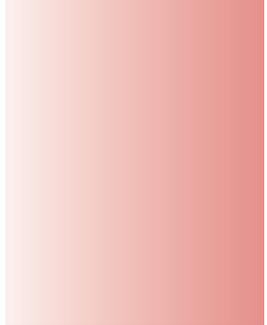
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**Wednesday**

15

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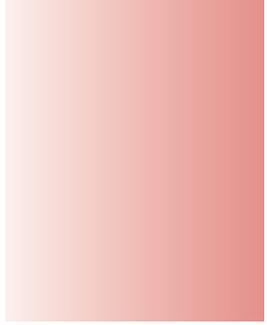
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# August 2007

Thursday	16 _____ _____ _____ _____	
Friday	17 _____ _____ _____ _____	
Saturday	18 _____ _____ _____ _____	Fly Night at Airport
Sunday	19 _____ _____ _____ _____	



**Priorities**

JULY							2007						
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AUGUST							2007							
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26	27	28	29	30	31									

SEPTEMBER							2007						
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23	24	25	26	27	28	29							
30													

**Monday**

20

**New Student Orientation**

**Work Study Orientation at 3:00 p.m., Rm. 514**

**Tool Sales at Bookstore, 4:00-6:00 p.m.**

**Tuesday**

21

**Classes Start  
Student ID's Taken in Bookstore**

**Work Study Orientation at 4:00 p.m., Rm. 514**

**Financial Aid Refunds (ID required)**

**Tool Sales at Bookstore, 4:00-5:00 p.m.**

**Wednesday**

22

**Student ID's Taken in Bookstore**

**Work Study Orientation at 4:00 p.m., Rm. 514**

**Softball Sign Up**

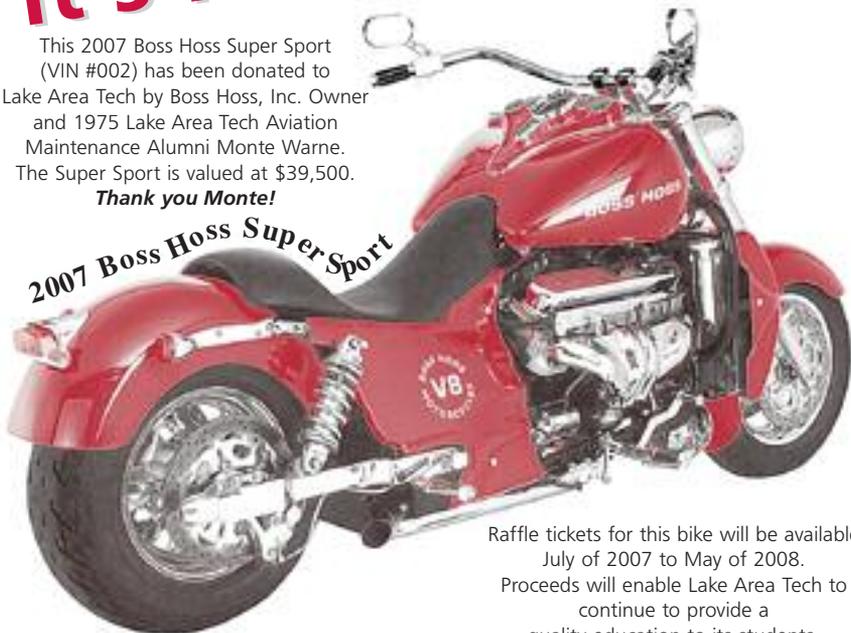


# It's MotorV8ing!

This 2007 Boss Hoss Super Sport (VIN #002) has been donated to Lake Area Tech by Boss Hoss, Inc. Owner and 1975 Lake Area Tech Aviation Maintenance Alumni Monte Warne. The Super Sport is valued at \$39,500.

*Thank you Monte!*

**2007 Boss Hoss Super Sport**



Raffle tickets for this bike will be available July of 2007 to May of 2008. Proceeds will enable Lake Area Tech to continue to provide a quality education to its students.

**Ticket Price: \$20**

Go to [www.lakeareatech.edu](http://www.lakeareatech.edu) or call 1-800-657-4344 to purchase tickets.

  
**Lake Area**  
**TECHNICAL**  
INSTITUTE  
[www.lakeareatech.edu](http://www.lakeareatech.edu)

  
**Boss Hoss**  
**Cycles**<sup>®</sup>

[www.bosshoss.com](http://www.bosshoss.com)

## BHC-3 ZZ4 SS

### Specs/Features . . .

#### Engine

Type: Liquid Cooled V-8  
Horsepower: 355 @ 5250 rpm  
Torque: 405 Ft. Lbs. @ 3500 rpm  
Block: Cast Iron - 4 bolt main  
Cylinders: Aluminum (58cc)  
Valvetrain: 1.94" Int/1.5" Exh.  
Size: 350 c.i. (5700cc)  
Compression: 10:1  
Carburetor: Holley 750 cfm  
Exhaust: 2.0" with dual mufflers  
Transmission: 2-speed semi-auto w/rev.  
Final Drive Belt: Gates - Polychain

#### Dimensions

Overall Length: 103"  
Wheel Base: 77.0"  
Seat Height: 25.0"  
Rake: 33.0 degrees  
Grd. Clearance: 4.5"  
Frame Width: 28.0"  
GVWR: 1675 lbs.  
Dry Weight: 1100 lbs.

#### Tires/Wheels

Front: 130/90-16, 3.50"x16.0"  
Rear: 230/60, 7.0"x15.0"

#### Suspension (Adj. Preload)

Front: 63mm inverted forks, 3.5" travel  
Rear: Dual 11.0" coilover shocks

#### Fuel

Tank: 8.5 gal.  
Reserve: n/a  
High/Low MPG: 25/20

# September 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
						1	
2	3 Labor Day	4	5	6	7	8	
9	10	11	12	Rosh Hashana (Jewish) Ramadan Begins (Islamic)	13	14	15
16	17	18	19	20	21	22 Yom Kippur (Jewish)	
23	24	25	26	27	28	29	
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Notes . . .

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**Priorities**

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AUGUST							2007
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26	27	28	29	30	31		

SEPTEMBER							2007
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OCTOBER							2007
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28	29	30	31				

**Monday**

27

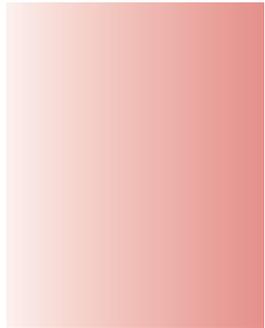
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**Tuesday**

28

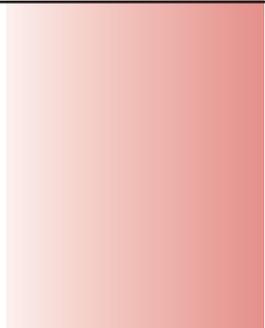
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**Wednesday**

29

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**Graduation Gown Fitting – Bookstore**  
**Student Hometown Day – 10:00 a.m.**

# September 2007



Thursday

30

Friday

31

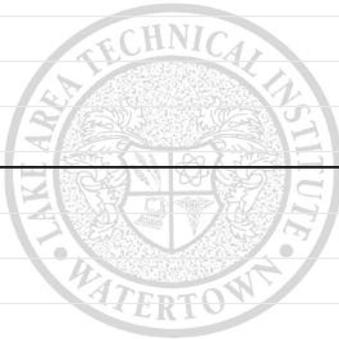
Saturday

1

Fly Night at Airport

Sunday

2



**Priorities**

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AUGUST							2007
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26	27	28	29	30	31		

SEPTEMBER							2007
S	M	T	W	T	F	S	
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9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							

OCTOBER							2007
S	M	T	W	T	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

**Monday**

3

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**Labor Day –  
LATI Closed**

**Tuesday**

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**Wednesday**

5

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**Last day to drop  
a class for a full  
refund or to add  
a class**

# September 2007

Thursday

6

Friday

7

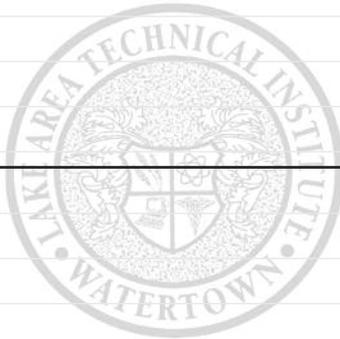
Saturday

8

Fly Night at Airport

Sunday

9



**Priorities**

AUGUST							2007
S	M	T	W	T	F	S	
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12	13	14	15	16	17	18	
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26	27	28	29	30	31		

SEPTEMBER							2007
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23	24	25	26	27	28	29	
30							

OCTOBER							2007
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14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

**Monday**

10

**Activity Period & Tech Team Meeting – 9:00 a.m.**

**Tuesday**

11

**Foundation Board of Directors Meeting**  
**VPs/Tech Prep/ Secondary School Director’s Conference**

**Wednesday**

12

**VPs/Tech Prep/ Secondary School Director’s Conference**

# September 2007

<b>Thursday</b>	13 _____ _____ _____ _____	Rosh Hashana (Jewish)  Ramadan Begins (Islamic)
<b>Friday</b>	14 _____ _____ _____ _____	
<b>Saturday</b>	15 _____ _____ _____ _____	Fly Night at Airport
<b>Sunday</b>	16 _____ _____ _____ _____	



**Priorities**

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AUGUST							2007
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19	20	21	22	23	24	25	
26	27	28	29	30	31		

SEPTEMBER							2007
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OCTOBER							2007
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28	29	30	31				

**Monday**

17

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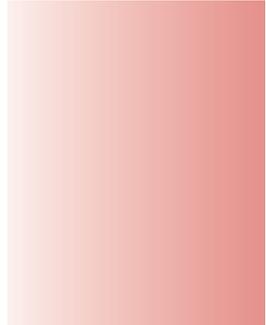
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**Tuesday**

18

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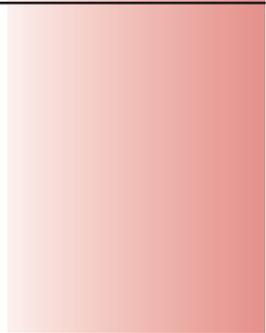
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**Wednesday**

19

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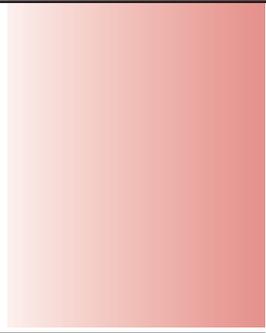
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# September 2007



**Thursday**

20

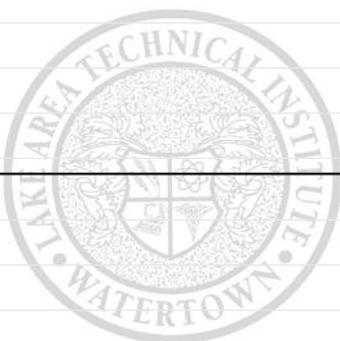
Re-accreditation on-site visit for Medical Assisting

**Friday**

21

Re-accreditation on-site visit for Medical Assisting

Northern Plains Regional Physical Therapist Assistant Student Conclave – LATI

A large, faint watermark of the Lake Area Technical Institute seal is centered over the Friday section. The seal is circular with the text "LAKE AREA TECHNICAL INSTITUTE" around the top and "WATERTOWN" at the bottom. In the center is a shield with various symbols, flanked by two figures.

**Saturday**

22

Yom Kippur (Jewish)

Fly Night at Airport

Northern Plains Regional Physical Therapist Assistant Student Conclave – LATI

**Sunday**

23

**Priorities**

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AUGUST							2007
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26	27	28	29	30	31		

SEPTEMBER							2007
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OCTOBER							2007
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28	29	30	31				

**Monday**

24

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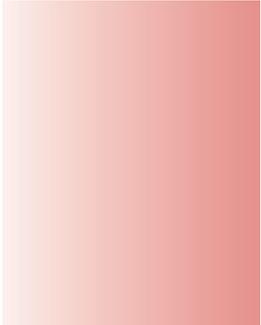
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**Tuesday**

25

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**Activity Period –  
1:00 p.m.**

**Wednesday**

26

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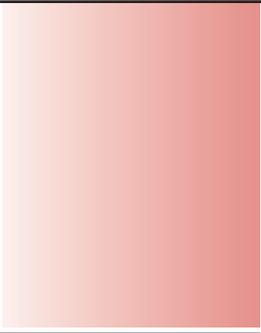
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# September 2007

27

Thursday

28

Friday

29

Saturday

30

Sunday



Fly Night at Airport

## **Lake Area Technical Institute Foundation Scholarships**

*Date Available: October 15, 2007    Application Deadline: November 30, 2007*

**Program specific scholarships available to full-time students.**

<b>Program</b>	<b>Scholarship Name</b>	<b>Available For</b>
Agriculture Business	Achievement	2nd year students
Agriculture Production	Achievement	2nd year students
Automotive Technology	Achievement	2nd year students
	Paul Young Memorial	2nd year students
Aviation Maintenance Technology	Achievement	2nd year students
	SD PAMA (2)	1st year students
	SD Pilots Association	2nd year students
Building Trades Technology	Achievement	2nd year students
	Watertown Area Building Suppliers	2nd year students
Computer Information Systems	Achievement	2nd year students
	Dee Feuerstein Memorial	2nd year students
Cosmetology	Achievement	All students
Dental Assisting	Achievement	2nd semester students
	Masonic Temple Concord Lodge #13	2nd semester students
	Southeast District Dental Society (5)	2nd semester students
Diesel Technology	Achievement	2nd year students
	Butler CAT (5)	2nd year students
	Dennis Tesch Memorial	2nd year students
	James Valley Two Cylinder	2nd year students
	John Dagele	2nd year students
Electronic Systems Technology	Achievement	2nd year students
Engineering/Architectural Drafting	Achievement	2nd year students
Energy Technology	Achievement	1st year students
Environmental Technology	Achievement	2nd year students
Financial Services	Achievement	2nd year students
	Dee Feuerstein Memorial	2nd year students
	Rick Arbach Memorial	2nd year students
Human Services Technician	Achievement	2nd year students
Machine Tool Technology	Achievement	2nd year students
	Horton, Inc.	2nd year students
	Jack & Maisie Barrick Memorial	All students
Marketing/Management/Sales	Achievement	2nd year students
	Dee Feuerstein Memorial	2nd year students
Medical Assisting	Achievement	2nd year students
Medical Laboratory Technician	Achievement	2nd year students
Occupational Therapy Assistant	Achievement	2nd year students
	Achievement	2nd year students
Physical Therapist Assistant	PTA	2nd year students
Practical Nursing	Achievement	All students
	Mary Tesch Memorial	All students
	Solberg Family	All students
	Suzanne Jacobson Memorial (2)	All students
Robotics	Achievement	2nd year students
	OtterTail Power Company	All students
Welding Technology	Achievement	All students
	Outstanding Welding Student	All students

*Applications for above scholarships are available from program supervisors or at the Foundation Office in the Technical Education Center building on campus.*

*(List subject to change without notice.)*

# October 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3 Last Day of Sukkot (Jewish)	4	5	6
7	8 Lailat Ul Qadr (Islamic) Columbus Day	9	10	11	12	13 Eid-al-Fitr (Islamic)
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31 Halloween			

Notes . . .

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**Priorities**

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OCTOBER							2007
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NOVEMBER							2007
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18	19	20	21	22	23	24	
25	26	27	28	29	30		

**Monday**

1

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**Co-op Month**  
**National PAS Week**  
**(October 1-7)**

**Tuesday**

2

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**National PAS Week**  
**(October 1-7)**

**Wednesday**

3

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**Last Day of Sukkot**  
**(Jewish)**  
**National PAS Week**  
**(October 1-7)**

# October 2007



**Thursday**

4

**National PAS Week  
(October 1-7)**

**Friday**

5

**National PAS Week  
(October 1-7)**

**Alumni Board  
Meeting**

**Dental Assistants  
Workshop –  
Bill Zubke and  
Tom Beaudry –  
8:00 a.m. -12:30 p.m.**

**Saturday**

6



**Fly Night at Airport**

**National PAS Week  
(October 1-7)**

**Mall of America  
Shopping Trip**

**Sunday**

7

**National PAS Week  
(October 1-7)**

**Priorities**

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SEPTEMBER							2007
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OCTOBER							2007
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NOVEMBER							2007
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**Monday**

8

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**Lailat Ul Qadr  
(Islamic)**  
**Columbus Day**

**Tuesday**

9

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**Wednesday**

10

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# October 2007



**Thursday**

11

American Technical Education Association Regional Conference – Bemidji, MN

Instructor Work Day (Prep for ATEA) – No Classes

**Friday**

12

American Technical Education Association Regional Conference – Bemidji, MN

Instructor In-Service – No Classes



**Saturday**

13

Eid-al-Fitr (Islamic)  
Fly Night at Airport

**Sunday**

14

**Priorities**

SEPTEMBER							2007
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OCTOBER							2007
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NOVEMBER							2007
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25	26	27	28	29	30		

**Monday**

15

**Medical Assistants' Week  
(October 15-19)**

**Tuesday**

16

**Medical Assistants' Week  
(October 15-19)**  
**Dental Assisting  
DA ADA Site Visit**  
**National Boss Day**

**Wednesday**

17

**Medical Assistants' Week (October 15-19)**  
**Dental Assisting  
DA ADA Site Visit**  
**Medical Assistants' Day**  
**Midterm**  
**Last Day for  
Withdraw Pass (WP)**  
**Last Day to Make Up  
Incompletes**

# October 2007



**18**

**Thursday**

**Medical Assistants' Week  
(October 15-19)**

**Activity Period  
& Tech Team Meeting –  
10:00 a.m.**

**19**

**Friday**

**Medical Assistants' Week  
(October 15-19)**

A large, faint watermark of the Lake Area Technical Institute seal is centered on the page. The seal is circular with a shield in the center, surrounded by the text "LAKE AREA TECHNICAL INSTITUTE" and "WATERTOWN, N.J." at the bottom.

**20**

**Saturday**

**Fly Night at Airport**

**21**

**Sunday**

**Priorities**

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SEPTEMBER							2007
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OCTOBER							2007
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NOVEMBER							2007
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**Monday**

22

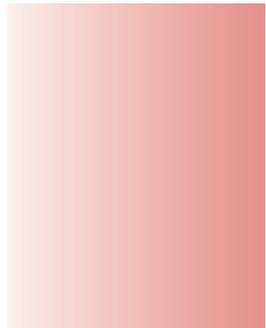
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**Tuesday**

23

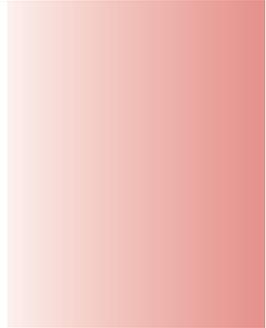
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**Wednesday**

24

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**Medical Assisting  
Blood Drive**

**National FFA  
Convention  
(October 24-27)**



# October 2007



**Thursday**

25

National FFA  
Convention  
(October 24-27)

**Friday**

26

National FFA  
Convention  
(October 24-27)  
  
Medical Assistant  
CMA Exam

**Saturday**

27

Fly Night at Airport  
  
National FFA  
Convention  
(October 24-27)

**Sunday**

28



# *SWEATSHIRTS*

The Bookstore

Bundle up  
in a cozy  
sweatshirt



Jackets, sweatshirts, jerseys, T-shirts,  
fashionwear, running shorts,  
baseball caps and more.

We've got all the premium quality  
sportswear you could ask for . . .  
imprinted with great looking graphics.

# November 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11 Veterans Day	12 Veterans Day Observed	13	14	15	16	17
18	19	20	21	22 Thanksgiving Day	23	24
25	26	27	28	29	30	

Notes . . .

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**Priorities**

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OCTOBER							2007
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NOVEMBER							2007
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DECEMBER							2007
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30	31						

**Monday**

29

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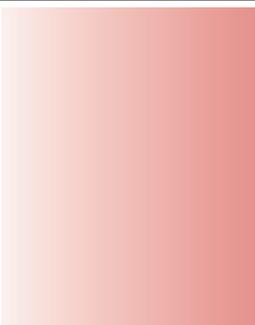
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**Tuesday**

30

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**PANDA Program**  
**1:00-3:00 p.m. for**  
**Dental Assistants**

**Wednesday**

31

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**Halloween**  
**Activity Period –**  
**11:00 a.m.**  
**Halloween Costume**  
**Contest & Activities**  
**– 11:00 a.m.-1:00 p.m.**  
**in the Student Center**

# November 2007



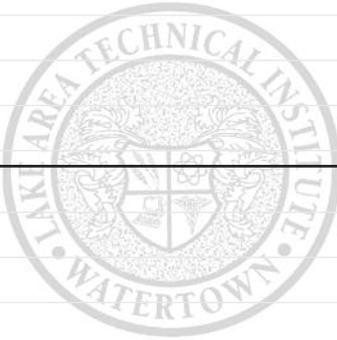
Thursday

1

Senior Tech Day –  
10:00 a.m.

Friday

2



Saturday

3

Sunday

4

Vikings vs. San  
Diego at the  
Dome

**Priorities**

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OCTOBER							2007
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NOVEMBER							2007
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DECEMBER							2007
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30	31						

**Monday**

5

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**Lake Area Radio  
Flyers Club –  
7:00 p.m. –  
Aviation  
Department**

**Tuesday**

6

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**Foundation Board  
of Directors  
Meeting**

**Wednesday**

7

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# November 2007



**Thursday**

8

**Friday**

9

**Saturday**

10



**Sunday**

11

**Veterans Day**

**Priorities**

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OCTOBER							2007
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NOVEMBER							2007
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DECEMBER							2007
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16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

**Monday**

12

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**Veterans Day  
Observed –  
LATI Closed**

**District FFA Contest**

**Tuesday**

13

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**Wednesday**

14

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# November 2007



<b>Thursday</b>	15 _____ _____ _____ _____	<b>Farm/Business Banquet</b>  <b>Activity Period &amp; Tech Team Meeting – 9:00 a.m.</b>
<b>Friday</b>	16 _____ _____ _____ _____	<b>LATI Scholarship Fundraiser – Festival of Trees</b>
<b>Saturday</b>	17 _____ _____ _____ _____	<b>LATI Scholarship Fundraiser – Festival of Trees</b>
<b>Sunday</b>	18 _____ _____ _____ _____	



**Priorities**

OCTOBER							2007
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NOVEMBER							2007
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DECEMBER							2007
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16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

**Monday**

19

**DA Clinical I  
Rotation  
(Off Campus)**  
  
**Shadowing for  
Medical Assistants**

**Tuesday**

20

**DA Clinical I  
Rotation  
(Off Campus)**  
  
**Shadowing for  
Medical Assistants**

**Wednesday**

21

**DA Clinical I  
Rotation  
(Off Campus)**  
  
**Shadowing for  
Medical Assistants**

# November 2007



**Thursday**

22

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Thanksgiving Day –  
LATI Closed

**Friday**

23

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Thanksgiving Break  
– No Classes

**Saturday**

24

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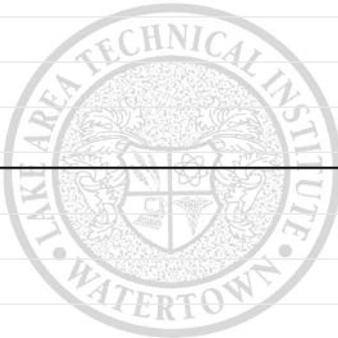
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**Sunday**

25

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**Priorities**

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OCTOBER							2007
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14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

NOVEMBER							2007
S	M	T	W	T	F	S	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		

DECEMBER							2007
S	M	T	W	T	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

**Monday**

26

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**Activity Period –  
10:00 a.m.**

**Tuesday**

27

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**Wednesday**

28

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# November 2007



**29**

**Thursday**

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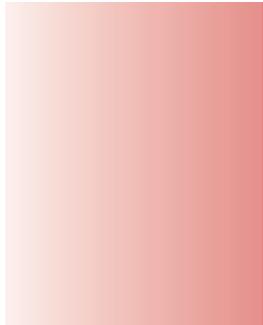
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**30**

**Friday**

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**Foundation Fall  
Scholarships  
Application  
Deadline**



**1**

**Saturday**

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**2**

**Sunday**

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**State FFA  
Leadership  
Convention**

# Computer Software

Graphics

Studyware

Word  
Processing

*We Special  
Order*

The Bookstore

# December 2007

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5 First Day of Chanukah (Jewish)	6	7	8
9	10	11	12 Last Day of Chanukah (Jewish)	13	14	15
16	17	18	19	20 Eid-al-Adha (Islamic)	21	22
23	24	25	26	27	28	29
30	31	Christmas Day				

Notes . . .

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**Priorities**

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NOVEMBER							2007	
S	M	T	W	T	F	S		
					1	2	3	
4	5	6	7	8	9	10		
11	12	13	14	15	16	17		
18	19	20	21	22	23	24		
25	26	27	28	29	30			

DECEMBER							2007	
S	M	T	W	T	F	S		
						1		
2	3	4	5	6	7	8		
9	10	11	12	13	14	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
30	31							

JANUARY							2008	
S	M	T	W	T	F	S		
		1	2	3	4	5		
6	7	8	9	10	11	12		
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30	31				

**Monday**

3

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**State FFA  
Leadership  
Convention**

**Lake Area Radio  
Flyers Club –  
7:00 p.m. –  
Aviation  
Department**

**Tuesday**

4

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**Wednesday**

5

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**First Day of  
Chanukah  
(Jewish)**

# December 2007



Thursday

6

Robot Games

Friday

7



Saturday

8

Sunday

9

**Priorities**

NOVEMBER							2007		
S	M	T	W	T	F	S			
							1	2	3
4	5	6	7	8	9	10			
11	12	13	14	15	16	17			
18	19	20	21	22	23	24			
25	26	27	28	29	30				

DECEMBER							2007		
S	M	T	W	T	F	S			
							1		
2	3	4	5	6	7	8			
9	10	11	12	13	14	15			
16	17	18	19	20	21	22			
23	24	25	26	27	28	29			
30	31								

JANUARY							2008		
S	M	T	W	T	F	S			
							1	2	3
							4	5	
6	7	8	9	10	11	12			
13	14	15	16	17	18	19			
20	21	22	23	24	25	26			
27	28	29	30	31					

**Monday**

10

**Book Buyback –  
Bookstore –  
8:00 a.m.-4:00 p.m.  
(December 10-21)**

**Tuesday**

11

**Book Buyback –  
Bookstore –  
8:00 a.m.-4:00 p.m.  
(December 10-21)**

**Wednesday**

12

**Last Day of Chanukah  
(Jewish)  
Book Buyback –  
Bookstore –  
8:00 a.m.-4:00 p.m.  
(December 10-21)  
Activity Period &  
Tech Team Meeting  
– 1:00 p.m.  
Graduation Gown  
Fitting – Bookstore**

# December 2007



**Thursday**

13

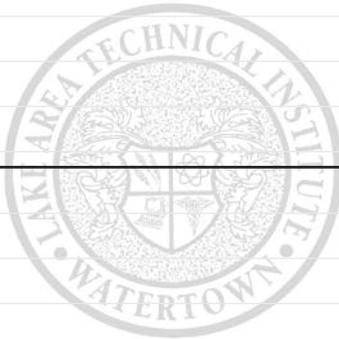
Book Buyback –  
Bookstore –  
8:00 a.m.-4:00 p.m.  
(December 10-21)

Graduation Gown  
Fitting –  
Bookstore

**Friday**

14

Book Buyback –  
Bookstore –  
8:00 a.m.-4:00 p.m.  
(December 10-21)



**Saturday**

15

**Sunday**

16

**Priorities**

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NOVEMBER							2007	
S	M	T	W	T	F	S		
				1	2	3		
4	5	6	7	8	9	10		
11	12	13	14	15	16	17		
18	19	20	21	22	23	24		
25	26	27	28	29	30			

DECEMBER							2007	
S	M	T	W	T	F	S		
						1		
2	3	4	5	6	7	8		
9	10	11	12	13	14	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
30	31							

JANUARY							2008	
S	M	T	W	T	F	S		
		1	2	3	4	5		
6	7	8	9	10	11	12		
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30	31				

**Monday**

17

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**Book Buyback –  
Bookstore –  
8:00 a.m.-4:00 p.m.  
(December 10-21)**

**Tuesday**

18

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**Book Buyback –  
Bookstore –  
8:00 a.m.-4:00 p.m.  
(December 10-21)**

**Wednesday**

19

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**Book Buyback –  
Bookstore –  
8:00 a.m.-4:00 p.m.  
(December 10-21)**

# December 2007



Thursday

20

Eid-al-Adha (Islamic)

Book Buyback –  
Bookstore –  
8:00 a.m.-4:00 p.m.  
(December 10-21)

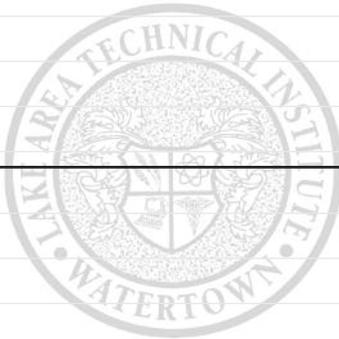
Fall Semester Ends

Friday

21

Book Buyback –  
Bookstore –  
8:00 a.m.-4:00 p.m.  
(December 10-21)

Winter Break  
(December 21-  
January 2)



Saturday

22

Sunday

23

**Priorities**

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NOVEMBER							2007	
S	M	T	W	T	F	S		
					1	2	3	
4	5	6	7	8	9	10		
11	12	13	14	15	16	17		
18	19	20	21	22	23	24		
25	26	27	28	29	30			

DECEMBER							2007	
S	M	T	W	T	F	S		
						1		
2	3	4	5	6	7	8		
9	10	11	12	13	14	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
30	31							

JANUARY							2008	
S	M	T	W	T	F	S		
		1	2	3	4	5		
6	7	8	9	10	11	12		
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30	31				

**Monday**

24

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**Winter Break  
(December 21-  
January 2)**  
**Christmas Eve**

**Tuesday**

25

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**Christmas Day –  
LATI Closed**

**Wednesday**

26

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**Winter Break  
(December 21-  
January 2)**

# December 2007



Thursday

27

Winter Break  
(December 21-  
January 2)

Friday

28

Winter Break  
(December 21-  
January 2)



Saturday

29

Sunday

30

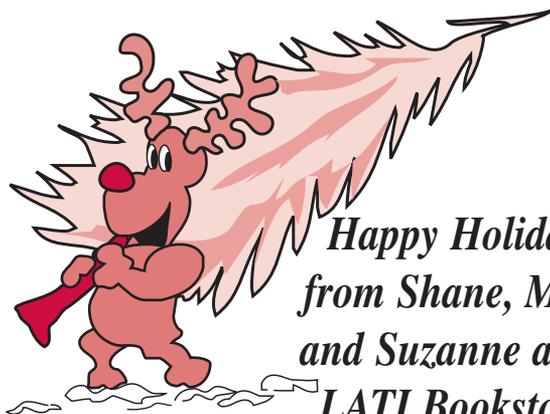
# LATI BOOKSTORE



**Bookstore Staff**

***Thank You For  
Your Business!***

*It has been our pleasure to  
serve you throughout the 2007  
year. We look forward to a  
mutually successful  
upcoming 2008!*



*Happy Holidays  
from Shane, Marsi  
and Suzanne at the  
LATI Bookstore!*

# January 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 New Year's Day	2	3	4	5
6	7 Orthodox Christmas (Orthodox)	8	9	10 Muharramn/ New Year (Islamic)	11	12
13	14 Orthodox New Year (Orthodox)	15	16	17	18	19
20	21 Martin Luther King Day	22 Tu B'Shevat (Arbor Day) (Jewish)	23	24	25	26
27	28	29	30	31		

Notes . . .

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**Priorities**

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DECEMBER							2007
S	M	T	W	T	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

JANUARY							2008
S	M	T	W	T	F	S	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

FEBRUARY							2008	
S	M	T	W	T	F	S		
						1	2	
3	4	5	6	7	8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	27	28	29			

**Monday**

31

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**Winter Break  
(December 21-  
January 2)**  
**New Year's Eve**

**Tuesday**

1

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**New Year's Day –  
LATI Closed**

**Wednesday**

2

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**Winter Break  
(December 21-  
January 2)**  
**New Student  
Orientation**

# January 2008



<b>Thursday</b>	3	Spring Semester Starts First Full Day of Classes Financial Aid Refunds (ID Required) Student IDs in the Bookstore
<b>Friday</b>	4	Students IDs in the Bookstore
<b>Saturday</b>	5	
<b>Sunday</b>	6	



**Priorities**

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DECEMBER							2007
S	M	T	W	T	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

JANUARY							2008
S	M	T	W	T	F	S	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

FEBRUARY							2008	
S	M	T	W	T	F	S		
						1	2	
3	4	5	6	7	8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	27	28	29			

**Monday**

7

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**Orthodox Christmas (Orthodox)**

**Lake Area Radio Flyers Club – 7:00 p.m. – Aviation Department**

**Tuesday**

8

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**Foundation Board of Directors Meeting**

**Wednesday**

9

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**Priorities**

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DECEMBER							2007
S	M	T	W	T	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

JANUARY							2008
S	M	T	W	T	F	S	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

FEBRUARY							2008	
S	M	T	W	T	F	S		
						1	2	
3	4	5	6	7	8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	27	28	29			

**Monday**

14

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**Orthodox New Year (Orthodox)**

**Tuesday**

15

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**Wednesday**

16

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**Ag Expo**

# January 2008

Thursday

17

Ag Expo

Senior Tech Day –  
10:00 a.m.

Friday

18



Saturday

19

Sunday

20

**Priorities**

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DECEMBER							2007
S	M	T	W	T	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

JANUARY							2008
S	M	T	W	T	F	S	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

FEBRUARY							2008	
S	M	T	W	T	F	S		
					1	2		
3	4	5	6	7	8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	27	28	29			

**Monday**

21

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**Martin Luther King Day**

**Tuesday**

22

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**Tu B'Shevat  
(Arbor Day)  
(Jewish)**

**Activity Period –  
9:00 a.m.**

**Wednesday**

23

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# January 2008



24

Thursday

25

Friday

Dental Assisting  
Workshop – Oral  
Health Interventions  
for Children & Teens  
– 8:00 a.m.-Noon

Medical Assistant  
CMA Exam

26

Saturday

27

Sunday



**Priorities**

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DECEMBER							2007
S	M	T	W	T	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

JANUARY							2008
S	M	T	W	T	F	S	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

FEBRUARY							2008
S	M	T	W	T	F	S	
						1	
						2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29		

**Monday**

28

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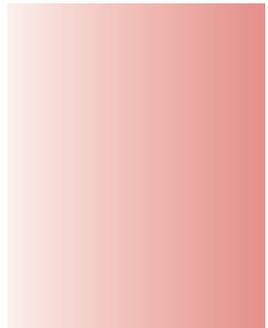
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**Tuesday**

29

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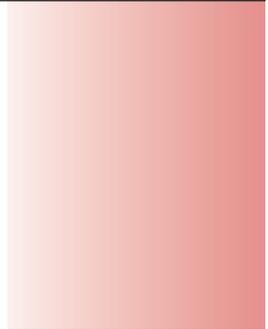
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**Wednesday**

30

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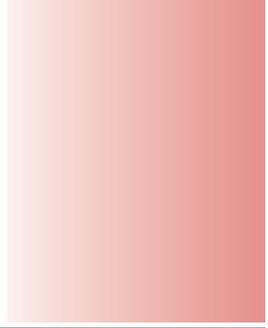
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# January 2008

Thursday	31 _____ _____ _____ _____	
Friday	1 _____ _____ _____ _____	Crop Show
Saturday	2 _____ _____ _____ _____	
Sunday	3 _____ _____ _____ _____	





# Gift Ideas



*No matter what the occasion,*  
you'll love our great selection of  
greeting cards and gift items.  
We carry the lines college students like most.

Visit our card and gift area today and let  
that special someone know how much you care!

The Bookstore

# February 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 Shrove Tuesday	6 Ash Wednesday	7	8	9
10	11	12	13	14 Valentine's Day	15	16
17	18 Presidents' Day	19	20	21	22	23
24	25	26	27	28	29	

Notes . . .

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**Priorities**

JANUARY							2008
S	M	T	W	T	F	S	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

FEBRUARY							2008
S	M	T	W	T	F	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29		

MARCH							2008
S	M	T	W	T	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

**Monday**

4

**Lake Area Radio  
Flyers Club –  
7:00 p.m. –  
Aviation  
Department**

**Tuesday**

5

**Shrove Tuesday  
Watertown Winter  
Farm Show  
(February 5-9)**

**Wednesday**

6

**Ash Wednesday  
Watertown Winter  
Farm Show  
(February 5-9)**

# February 2008



Thursday

7

Watertown Winter Farm Show (February 5-9)

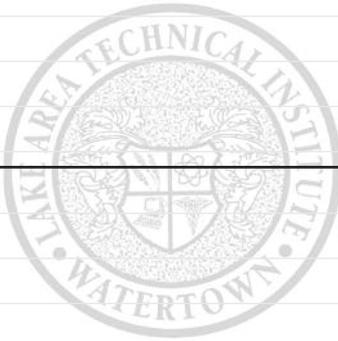
Friday

8

Watertown Winter Farm Show (February 5-9)

Saturday

9



Watertown Winter Farm Show (February 5-9)

Sunday

10

**Priorities**

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JANUARY							2008
S	M	T	W	T	F	S	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

FEBRUARY							2008
S	M	T	W	T	F	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29		

MARCH							2008
S	M	T	W	T	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

**Monday**

11

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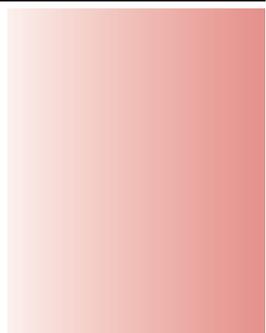
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**Tuesday**

12

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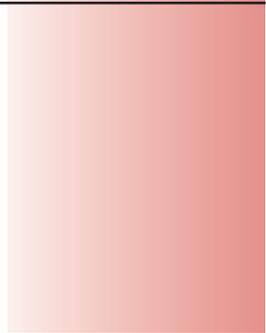
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**Wednesday**

13

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**International Home Builders Show  
(February 13-16)**



# February 2008



**Thursday**

14

Valentine's Day

International Home Builders Show  
(February 13-16)

Activity Period –  
11:00 a.m.

**Friday**

15

International Home Builders Show  
(February 13-16)

Instructor  
In-Service –  
No Classes



**Saturday**

16

International Home Builders Show  
(February 13-16)

**Sunday**

17

**Priorities**

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JANUARY							2008	
S	M	T	W	T	F	S		
		1	2	3	4	5		
6	7	8	9	10	11	12		
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30	31				

FEBRUARY							2008	
S	M	T	W	T	F	S		
					1	2		
3	4	5	6	7	8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	27	28	29			

MARCH							2008	
S	M	T	W	T	F	S		
						1		
2	3	4	5	6	7	8		
9	10	11	12	13	14	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
30	31							

18

**Monday**

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**Presidents' Day –  
LATI Closed**

19

**Tuesday**

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20

**Wednesday**

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**BIG Job Fair**

# February 2008

21

Thursday

22

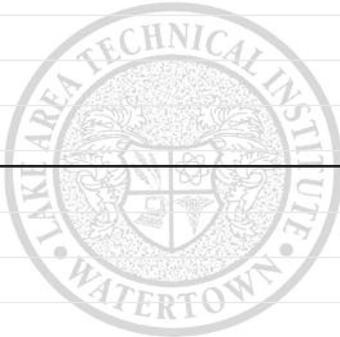
Friday

23

Saturday

24

Sunday



**Priorities**

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JANUARY							2008
S	M	T	W	T	F	S	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

FEBRUARY							2008
S	M	T	W	T	F	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29		

MARCH							2008
S	M	T	W	T	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

**Monday**

25

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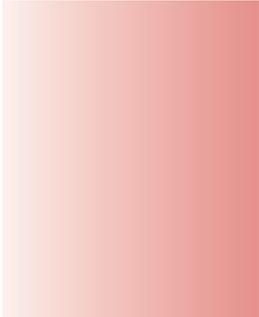
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**Tuesday**

26

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**Medical Assisting  
Blood Drive**



**Wednesday**

27

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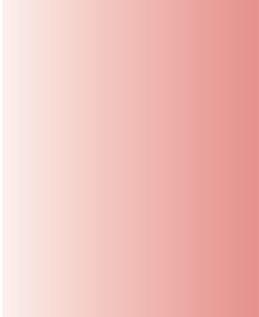
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# February 2008

28

Thursday

29

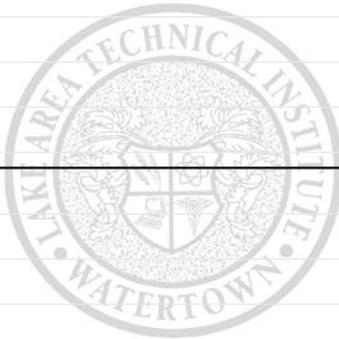
Friday

1

Saturday

2

Sunday



if you are a current lake area tech student who  
will be returning for your second year of study . . .

**apply today!**



# 2009 graduates scholarship

applications are available at the admission or foundation offices or you  
may apply online at [www.lakeareatech.edu](http://www.lakeareatech.edu) (look for "scholarships").

**application deadline is april 15, 2008.**

**Lake Area**  
**TECHNICAL**  
I N S T I T U T E

foundation office  
po box 730 watertown, sd 57201  
882-5284 ext 268

# March 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9 Daylight Savings Time Starts	10	11	12	13	14	15
16 Palm Sunday	17 St. Patrick's Day	18	19	20 Maundy Thursday Prophet's Birthday (Islamic) Vernal Equinox	21 Good Friday Purim (Jewish)	22 Holy Saturday
23 Easter Sunday	24 Easter Monday	25	26	27	28	29
30	31					

Notes . . .

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**Priorities**

FEBRUARY							2008	
S	M	T	W	T	F	S		
					1	2		
3	4	5	6	7	8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	27	28	29			

MARCH							2008	
S	M	T	W	T	F	S		
						1		
2	3	4	5	6	7	8		
9	10	11	12	13	14	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
30	31							

APRIL							2008	
S	M	T	W	T	F	S		
		1	2	3	4	5		
6	7	8	9	10	11	12		
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30					

**Monday**

3

**Dental Assisting  
Clinical II Rotation  
(off campus)  
(March 3-14)**

**Lake Area Radio  
Flyers Club –  
7:00 p.m. –  
Aviation  
Department**

**Tuesday**

4

**Dental Assisting  
Clinical II Rotation  
(off campus)  
(March 3-14)**

**Foundation Board  
of Directors  
Meeting**

**Wednesday**

5

**Dental Assisting  
Clinical II Rotation  
(off campus)  
(March 3-14)**

**Activity Period –  
10:00 a.m.**

**Midterm**

**Last Day to Withdraw  
Pass (WP)**

**Last Day to Make Up  
Incompletes**

# March 2008

Thursday

6

Dental Assisting  
Clinical II Rotation  
(off campus)  
(March 3-14)

Friday

7

Dental Assisting  
Clinical II Rotation  
(off campus)  
(March 3-14)

Last Day for Ag  
Students on Campus

Dental Assisting  
Basic Concepts of  
Radiography

Saturday

8

Dental Assisting  
Basic Concepts of  
Radiography

Sunday

9

Daylight Savings  
Time Starts



**Priorities**

FEBRUARY							2008	
S	M	T	W	T	F	S		
						1	2	
3	4	5	6	7	8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	27	28	29			

MARCH							2008	
S	M	T	W	T	F	S		
						1		
2	3	4	5	6	7	8		
9	10	11	12	13	14	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
30	31							

APRIL							2008	
S	M	T	W	T	F	S		
		1	2	3	4	5		
6	7	8	9	10	11	12		
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30					

**Monday**

10

**Dental Assisting  
Clinical II Rotation  
(off campus)  
(March 3-14)**

**Tuesday**

11

**Dental Assisting  
Clinical II Rotation  
(off campus)  
(March 3-14)**

**Wednesday**

12

**Dental Assisting  
Clinical II Rotation  
(off campus)  
(March 3-14)**  
  
**National PAS  
Conference  
in Ft. Worth, TX  
(March 12-15)**

# March 2008



Thursday

13

Dental Assisting  
Clinical II Rotation  
(off campus)  
(March 3-14)

National PAS  
Conference in  
Fort Worth, TX  
(March 12-15)

Friday

14

Dental Assisting  
Clinical II Rotation  
(off campus)  
(March 3-14)

National PAS  
Conference in  
Fort Worth, TX  
(March 12-15)

Saturday

15



National PAS  
Conference in  
Fort Worth, TX  
(March 12-15)

Sunday

16

Palm Sunday

**Priorities**

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FEBRUARY							2008	
S	M	T	W	T	F	S		
					1	2		
3	4	5	6	7	8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	27	28	29			

MARCH							2008	
S	M	T	W	T	F	S		
						1		
2	3	4	5	6	7	8		
9	10	11	12	13	14	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
30	31							

APRIL							2008	
S	M	T	W	T	F	S		
		1	2	3	4	5		
6	7	8	9	10	11	12		
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30					

**Monday**

17

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**St. Patrick's Day**  
**No Classes –**  
**Spring Break**  
**(March 17-21)**

**Tuesday**

18

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**No Classes –**  
**Spring Break**  
**(March 17-21)**

**Wednesday**

19

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**No Classes –**  
**Spring Break**  
**(March 17-21)**

# March 2008



**Thursday**

20

Maundy Thursday  
Prophet's Birthday (Islamic)  
Vernal Equinox  
No Classes –  
Spring Break (March 17-21)

**Friday**

21

Good Friday –  
LATI Closed  
Purim (Jewish)  
No Classes –  
Spring Break (March 17-21)



**Saturday**

22

Holy Saturday

**Sunday**

23

Easter Sunday

**Priorities**

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FEBRUARY							2008	
S	M	T	W	T	F	S		
						1	2	
3	4	5	6	7	8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	27	28	29			

MARCH							2008	
S	M	T	W	T	F	S		
						1		
2	3	4	5	6	7	8		
9	10	11	12	13	14	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28	29		
30	31							

APRIL							2008	
S	M	T	W	T	F	S		
		1	2	3	4	5		
6	7	8	9	10	11	12		
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30					

**Monday**

24

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**Easter Monday**  
**Easter Break –**  
**No Classes**

**Tuesday**

25

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**Wednesday**

26

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***LATI - SPRING***

***BOOK  
BUYBACK***

April 28-May 9 • 8:00 a.m. - 3:30 p.m.

The Bookstore



***TURN YOUR  
BOOKS INTO  
CASH***

***BUYBACK***

# April 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20 First Day of Passover (Jewish)	21	22	23	24	25	26
27 Orthodox Easter (Orthodox) Last Day of Passover (Jewish)	28	29	30			

Notes . . .

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**Priorities**

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MARCH							2008
S	M	T	W	T	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

APRIL							2008
S	M	T	W	T	F	S	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

MAY							2008
S	M	T	W	T	F	S	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

**Monday**

31

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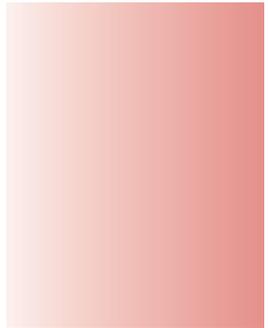
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**Tuesday**

1

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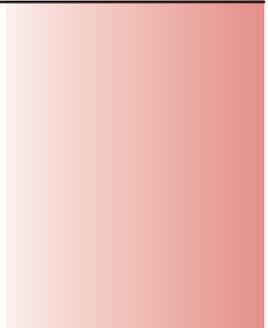
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**Wednesday**

2

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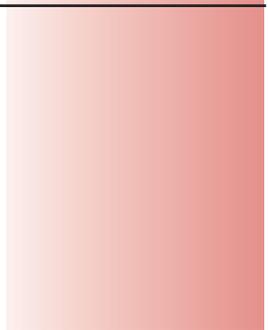
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# April 2008

Thursday	3 <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	State Skills Competition – LATI Campus
Friday	4 <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> 	State Skills Competition – LATI Campus  Foundation Board of Directors Meeting
Saturday	5 <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
Sunday	6 <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	

**Priorities**

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MARCH							2008
S	M	T	W	T	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

APRIL							2008
S	M	T	W	T	F	S	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

MAY							2008
S	M	T	W	T	F	S	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

**Monday**

7

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**Lake Area Radio  
Flyers Club –  
7:00 p.m. –  
Aviation  
Department**

**Tuesday**

8

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**Wednesday**

9

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# April 2008

Thursday

10

Friday

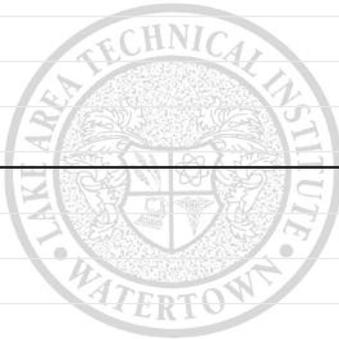
11

Saturday

12

Sunday

13



**Priorities**

MARCH							2008
S	M	T	W	T	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

APRIL							2008
S	M	T	W	T	F	S	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

MAY							2008
S	M	T	W	T	F	S	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

**Monday**

14

**Tuesday**

15

**Foundation General Scholarship Application Deadline**  
**Priority Deadline for 2008-2009 Financial Aid**

**Wednesday**

16

# April 2008

Thursday

17

Friday

18

Saturday

19

Sunday

20

First Day of  
Passover (Jewish)



**Priorities**

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MARCH							2008
S	M	T	W	T	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

APRIL							2008
S	M	T	W	T	F	S	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

MAY							2008
S	M	T	W	T	F	S	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

**Monday**

21

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**Activity Period –  
1:00 p.m.**

**Tuesday**

22

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**Administrative  
Professionals’  
Day**

**Wednesday**

23

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# April 2008

24

Thursday

Jr. Tech Day –  
10:00 a.m.

25

Friday



26

Saturday

27

Sunday

Orthodox Easter  
(Orthodox)  
Last Day of  
Passover (Jewish)



Congratulations  
to all  
Lake Area Tech  
graduates from  
Shane,  
Marsi  
and Suzanne.

Last chance to  
get your  
Lake Area Tech  
spirit wear!

The Bookstore

# May 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Ascension Day	2 Yom HaShoah (Jewish)	3
4	5 Cinco de Mayo	6	7	8 Yom HaAtzmaut (Jewish)	9	10
11 Pentecost Mother's Day	12	13	14	15	16	17
18	19	20	21	22	23 Lag B'Omer (Jewish)	24
25	26 Memorial Day	27	28	29	30	31

Notes . . .

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**Priorities**

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APRIL							2008
S	M	T	W	T	F	S	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

MAY							2008
S	M	T	W	T	F	S	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

JUNE							2008
S	M	T	W	T	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						

**Monday**

28

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**Book Buyback in Bookstore (April 28-May 9)**

**Tuesday**

29

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**Book Buyback in Bookstore (April 28-May 9)**

**Wednesday**

30

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**Book Buyback in Bookstore (April 28-May 9)**

# May 2008

Thursday

1

Ascension Day

Book Buyback in  
Bookstore  
(April 28-May 9)

Friday

2

Yom HaShoah  
(Jewish)

Book Buyback in  
Bookstore  
(April 28-May 9)

Saturday

3

Book Buyback in  
Bookstore  
(April 28-May 9)

Sunday

4

Book Buyback in  
Bookstore  
(April 28-May 9)



**Priorities**

APRIL							2008
S	M	T	W	T	F	S	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

MAY							2008
S	M	T	W	T	F	S	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

JUNE							2008
S	M	T	W	T	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						

**Monday**

5

**Book Buyback in Bookstore (April 28-May 9)**  
**Cinco de Mayo**  
**Fly Night at Airport**

**Tuesday**

6

**Book Buyback in Bookstore (April 28-May 9)**  
**Foundation Board of Directors Meeting**

**Wednesday**

7

**Book Buyback in Bookstore (April 28-May 9)**

# May 2008

Thursday

8

Book Buyback in  
Bookstore  
(April 28-May 9)

Yom HaAtzmaut  
(Jewish)

Friday

9

Book Buyback in  
Bookstore  
(April 28-May 9)  
Graduation Practice –  
10:00 a.m. – D.D.  
Miller Auditorium  
Graduation –  
4:00 p.m. – Civic Arena  
Spring Semester Ends  
Don Lindahl Outstanding  
Student Luncheon  
Boss Hoss Motorcycle  
Raffle Drawing

Saturday

10



Sunday

11

Pentecost  
Mother's Day

**Priorities**

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APRIL							2008
S	M	T	W	T	F	S	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

MAY							2008
S	M	T	W	T	F	S	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

JUNE							2008
S	M	T	W	T	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						

**Monday**

12

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**Fly Night at Airport**

**Tuesday**

13

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**New Student Orientation**  
**Summer Session Begins**  
**Financial Aid Refunds (ID required)**

**Wednesday**

14

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# May 2008

Thursday

15

Friday

16

Saturday

17

Sunday

18



**Priorities**

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APRIL							2008
S	M	T	W	T	F	S	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

MAY							2008
S	M	T	W	T	F	S	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

JUNE							2008
S	M	T	W	T	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						

**Monday**

19

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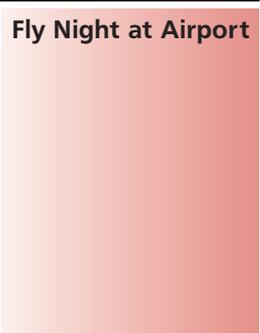
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**Fly Night at Airport**



**Tuesday**

20

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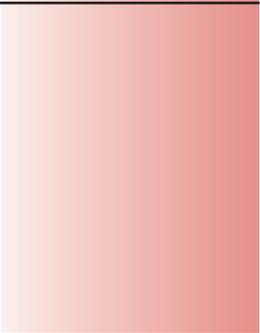
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**Wednesday**

21

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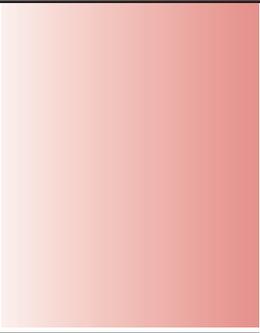
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# May 2008

**22**

**Thursday**

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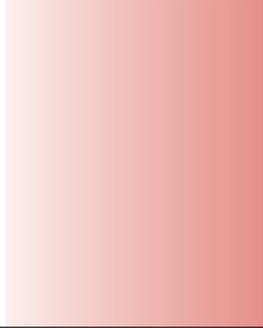
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**23**

**Friday**

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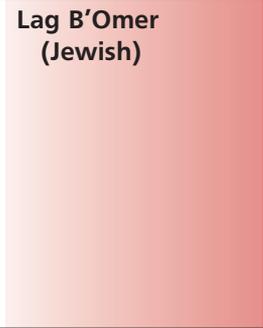
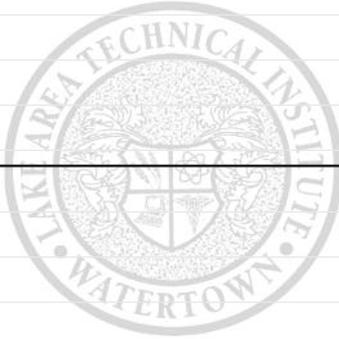
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Lag B'Omer  
(Jewish)



**24**

**Saturday**

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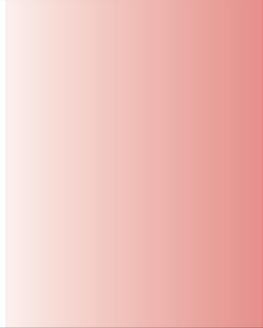
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**25**

**Sunday**

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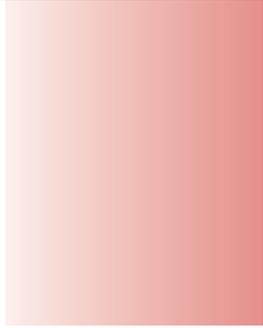
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**Priorities**

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APRIL							2008
S	M	T	W	T	F	S	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

MAY							2008
S	M	T	W	T	F	S	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

JUNE							2008
S	M	T	W	T	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30						

**Monday**

26

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**Memorial Day –  
LATI Closed**

**Fly Night at Airport**

**Tuesday**

27

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**General Education  
Classes Begin**

**Wednesday**

28

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# May 2008

29

Thursday

30

Friday

31

Saturday

1

Sunday





Shane,  
Marsi  
and Suzanne  
in the  
Bookstore  
want to  
thank everyone  
for a great year.

# June 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9 Shavuot (Jewish)	10	11	12	13	14
15 Father's Day	16	17	18	19	20 Summer Solstice	21
22	23	24	25	26	27	28
29	30					

Notes . . .

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**Priorities**

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MAY							2008	
S	M	T	W	T	F	S		
				1	2	3		
4	5	6	7	8	9	10		
11	12	13	14	15	16	17		
18	19	20	21	22	23	24		
25	26	27	28	29	30	31		

JUNE							2008	
S	M	T	W	T	F	S		
1	2	3	4	5	6	7		
8	9	10	11	12	13	14		
15	16	17	18	19	20	21		
22	23	24	25	26	27	28		
29	30							

JULY							2008	
S	M	T	W	T	F	S		
		1	2	3	4	5		
6	7	8	9	10	11	12		
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30	31				

**Monday**

2

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**Fly Night at Airport**

**Tuesday**

3

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**Wednesday**

4

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# June 2008

<b>Thursday</b>	5 _____ _____ _____ _____ _____	
<b>Friday</b>	6 _____ _____ _____ _____ _____	
<b>Saturday</b>	7 _____ _____ _____ _____ _____	
<b>Sunday</b>	8 _____ _____ _____ _____ _____	



**Priorities**

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MAY							2008	
S	M	T	W	T	F	S		
				1	2	3		
4	5	6	7	8	9	10		
11	12	13	14	15	16	17		
18	19	20	21	22	23	24		
25	26	27	28	29	30	31		

JUNE							2008	
S	M	T	W	T	F	S		
1	2	3	4	5	6	7		
8	9	10	11	12	13	14		
15	16	17	18	19	20	21		
22	23	24	25	26	27	28		
29	30							

JULY							2008	
S	M	T	W	T	F	S		
		1	2	3	4	5		
6	7	8	9	10	11	12		
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30	31				

**Monday**

9

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**Shavuot (Jewish)**  
**Fly Night at Airport**

**Tuesday**

10

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**Wednesday**

11

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**Midterm**  
**Last Day to Make Up Incompletes**  
**Last Day for Withdraw Pass (WP)**

# June 2008

Thursday

12

Friday

13

Saturday

14

Sunday

15

Father's Day



**Priorities**

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MAY							2008	
S	M	T	W	T	F	S		
				1	2	3		
4	5	6	7	8	9	10		
11	12	13	14	15	16	17		
18	19	20	21	22	23	24		
25	26	27	28	29	30	31		

JUNE							2008		
S	M	T	W	T	F	S			
1	2	3	4	5	6	7			
8	9	10	11	12	13	14			
15	16	17	18	19	20	21			
22	23	24	25	26	27	28			
29	30								

JULY							2008	
S	M	T	W	T	F	S		
		1	2	3	4	5		
6	7	8	9	10	11	12		
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30	31				

**Monday**

**16**

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**Fly Night at Airport**

**Tuesday**

**17**

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**Wednesday**

**18**

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# June 2008

Thursday

19

Friday

20

Summer Solstice

Saturday

21



Sunday

22

**Priorities**

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MAY							2008		
S	M	T	W	T	F	S			
				1	2	3			
4	5	6	7	8	9	10			
11	12	13	14	15	16	17			
18	19	20	21	22	23	24			
25	26	27	28	29	30	31			

JUNE							2008		
S	M	T	W	T	F	S			
1	2	3	4	5	6	7			
8	9	10	11	12	13	14			
15	16	17	18	19	20	21			
22	23	24	25	26	27	28			
29	30								

JULY							2008		
S	M	T	W	T	F	S			
		1	2	3	4	5			
6	7	8	9	10	11	12			
13	14	15	16	17	18	19			
20	21	22	23	24	25	26			
27	28	29	30	31					

**Monday**

23

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**Fly Night at Airport**

**Tuesday**

24

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**Wednesday**

25

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# June 2008

26

Thursday

27

Friday

28

Saturday

Medical Assistant  
CMA Exam

29

Sunday





The  
Bookstore  
wishes you  
a  
great summer!

Stop in for  
polos and  
t-shirts!

# July 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4 Independence Day	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Notes . . .

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**Priorities**

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JUNE							2008	
S	M	T	W	T	F	S		
1	2	3	4	5	6	7		
8	9	10	11	12	13	14		
15	16	17	18	19	20	21		
22	23	24	25	26	27	28		
29	30							

JULY							2008	
S	M	T	W	T	F	S		
		1	2	3	4	5		
6	7	8	9	10	11	12		
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30	31				

AUGUST							2008	
S	M	T	W	T	F	S		
						1	2	
3	4	5	6	7	8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	27	28	29	30		
31								

**Monday**

30

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**Fly Night at Airport**

**Tuesday**

1

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**Wednesday**

2

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# July 2008

Thursday	3	
Friday	4	Independence Day Holiday – LATI Closed
Saturday	5	
Sunday	6	



**Priorities**

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JUNE							2008	
S	M	T	W	T	F	S		
1	2	3	4	5	6	7		
8	9	10	11	12	13	14		
15	16	17	18	19	20	21		
22	23	24	25	26	27	28		
29	30							

JULY							2008	
S	M	T	W	T	F	S		
							1	2
							3	4
							5	6
6	7	8	9	10	11	12		
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30	31				

AUGUST							2008	
S	M	T	W	T	F	S		
							1	2
3	4	5	6	7	8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	27	28	29	30		
31								

**Monday**

7

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**Fly Night at Airport**

**Tuesday**

8

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**Wednesday**

9

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# July 2008

Thursday

10

LPN Pinning  
Ceremony –  
D.D. Miller  
Auditorium –  
7:00 p.m.

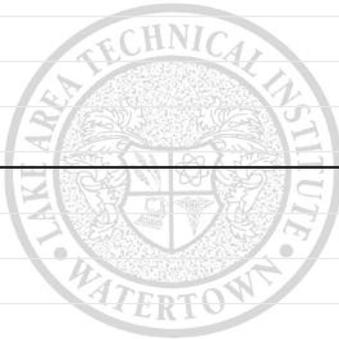
Friday

11

Summer Session  
Ends

Saturday

12



Sunday

13

**Priorities**

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JUNE							2008	
S	M	T	W	T	F	S		
1	2	3	4	5	6	7		
8	9	10	11	12	13	14		
15	16	17	18	19	20	21		
22	23	24	25	26	27	28		
29	30							

JULY							2008	
S	M	T	W	T	F	S		
		1	2	3	4	5		
6	7	8	9	10	11	12		
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30	31				

AUGUST							2008	
S	M	T	W	T	F	S		
						1	2	
3	4	5	6	7	8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	27	28	29	30		
31								

**Monday**

14

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**Fly Night at Airport**

**Tuesday**

15

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**Wednesday**

16

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# July 2008

17

Thursday

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18

Friday

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19

Saturday

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20

Sunday

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**Priorities**

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JUNE							2008						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7							
8	9	10	11	12	13	14							
15	16	17	18	19	20	21							
22	23	24	25	26	27	28							
29	30												

JULY							2008						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5							
6	7	8	9	10	11	12							
13	14	15	16	17	18	19							
20	21	22	23	24	25	26							
27	28	29	30	31									

AUGUST							2008						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	2						
3	4	5	6	7	8	9							
10	11	12	13	14	15	16							
17	18	19	20	21	22	23							
24	25	26	27	28	29	30							
31													

**Monday**

21

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**Fly Night at Airport**

**Tuesday**

22

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**Wednesday**

23

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# July 2008

24

Thursday

25

Friday

26

Saturday

27

Sunday



**Priorities**

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JUNE							2008						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7							
8	9	10	11	12	13	14							
15	16	17	18	19	20	21							
22	23	24	25	26	27	28							
29	30												

JULY							2008						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5							
6	7	8	9	10	11	12							
13	14	15	16	17	18	19							
20	21	22	23	24	25	26							
27	28	29	30	31									

AUGUST							2008						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	2						
3	4	5	6	7	8	9							
10	11	12	13	14	15	16							
17	18	19	20	21	22	23							
24	25	26	27	28	29	30							
31													

**Monday**

28

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**Fly Night at Airport**

**Tuesday**

29

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**Wednesday**

30

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# July 2008

Thursday

31

Friday

1

Saturday

2

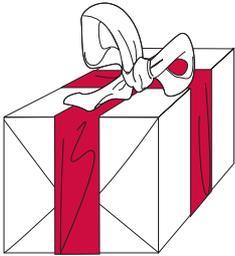
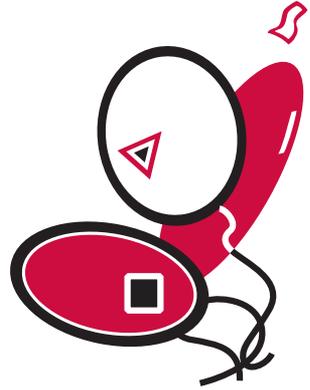
Sunday

3



# Special Services the Bookstore Offers:

- Mylar balloons. Free delivery on campus and Aviation
- Free gift wrapping on purchases from the Bookstore



- Customized gift baskets
- Mail orders gladly accepted
- “Want Lists” - you fill out what clothing or gift item you want, we mail the list and prices to the person you request. They can order your request for a gift. It’s easy!



# August 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10 Tisha B'Av (Jewish)	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Notes . . .

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**Priorities**

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JULY							2008						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5							
6	7	8	9	10	11	12							
13	14	15	16	17	18	19							
20	21	22	23	24	25	26							
27	28	29	30	31									

AUGUST							2008						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2							
3	4	5	6	7	8	9							
10	11	12	13	14	15	16							
17	18	19	20	21	22	23							
24	25	26	27	28	29	30							
31													

SEPTEMBER							2008						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6							
7	8	9	10	11	12	13							
14	15	16	17	18	19	20							
21	22	23	24	25	26	27							
28	29	30											

**Monday**

4

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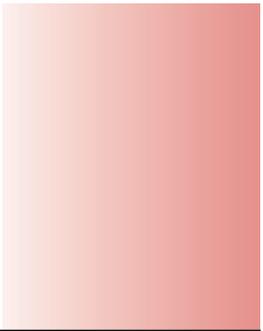
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**Tuesday**

5

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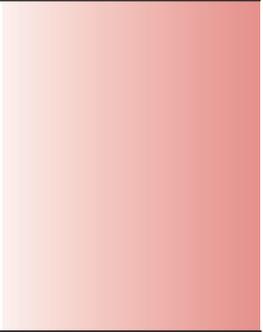
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**Wednesday**

6

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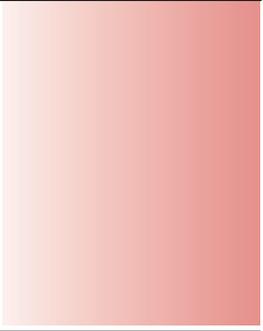
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# August 2008

Thursday	7	
Friday	8	
Saturday	9	
Sunday	10	Tisha B'Av (Jewish)



**Priorities**

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JULY							2008	
S	M	T	W	T	F	S		
		1	2	3	4	5		
6	7	8	9	10	11	12		
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30	31				

AUGUST							2008	
S	M	T	W	T	F	S		
					1	2		
3	4	5	6	7	8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	27	28	29	30		
31								

SEPTEMBER							2008	
S	M	T	W	T	F	S		
	1	2	3	4	5	6		
7	8	9	10	11	12	13		
14	15	16	17	18	19	20		
21	22	23	24	25	26	27		
28	29	30						

**Monday**

11

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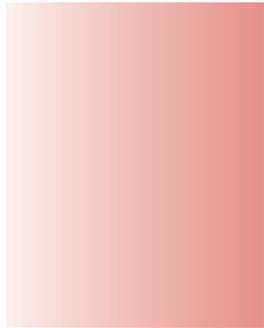
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**Tuesday**

12

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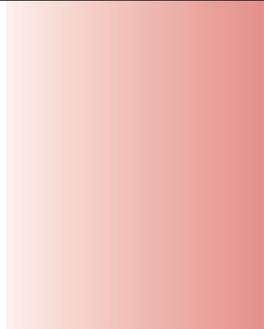
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**Wednesday**

13

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# August 2008

14

Thursday

15

Friday

16

Saturday

17

Sunday



**Priorities**

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JULY							2008						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5							
6	7	8	9	10	11	12							
13	14	15	16	17	18	19							
20	21	22	23	24	25	26							
27	28	29	30	31									

AUGUST							2008						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2							
3	4	5	6	7	8	9							
10	11	12	13	14	15	16							
17	18	19	20	21	22	23							
24	25	26	27	28	29	30							
31													

SEPTEMBER							2008						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6							
7	8	9	10	11	12	13							
14	15	16	17	18	19	20							
21	22	23	24	25	26	27							
28	29	30											

18

**Monday**

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**New Student Orientation**

19

**Tuesday**

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**2008 Fall Semester Begins**

20

**Wednesday**

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# August 2008

21

Thursday

22

Friday

23

Saturday

24

Sunday



**Priorities**

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JULY							2008	
S	M	T	W	T	F	S		
		1	2	3	4	5		
6	7	8	9	10	11	12		
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30	31				

AUGUST							2008	
S	M	T	W	T	F	S		
					1	2		
3	4	5	6	7	8	9		
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	27	28	29	30		
31								

SEPTEMBER							2008	
S	M	T	W	T	F	S		
	1	2	3	4	5	6		
7	8	9	10	11	12	13		
14	15	16	17	18	19	20		
21	22	23	24	25	26	27		
28	29	30						

**Monday**

25

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**Tuesday**

26

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**Wednesday**

27

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# August 2008

28

Thursday

29

Friday

30

Saturday

31

Sunday



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## *Phone Numbers & Addresses*

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Name \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Notes \_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Notes \_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Notes \_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Notes \_\_\_\_\_  
\_\_\_\_\_

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**COUPON**

**Campus Planner Dollars may be used to purchase  
regular priced merchandise over \$5.00 in value  
at LATI Bookstore**

Excluding Textbooks and Tools

Discounts taken at register. Not valid with any other offer.

Good during September 2007.

*Limit One Coupon Per Purchase*

**COUPON**

**Campus Planner Dollars may be used to purchase  
regular priced merchandise over \$5.00 in value  
at LATI Bookstore**

Excluding Textbooks and Tools

Discounts taken at register. Not valid with any other offer.

Good during October 2007.

*Limit One Coupon Per Purchase*

**COUPON**

**Campus Planner Dollars may be used to purchase  
regular priced merchandise over \$5.00 in value  
at LATI Bookstore**

Excluding Textbooks and Tools

Discounts taken at register. Not valid with any other offer.

Good during November 2007.

*Limit One Coupon Per Purchase*

**COUPON**

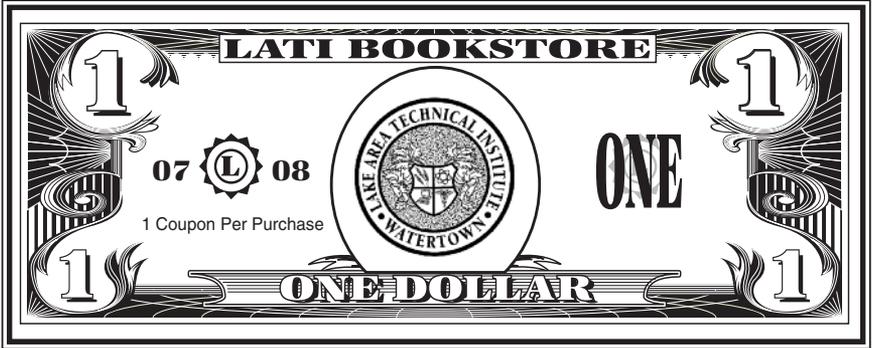
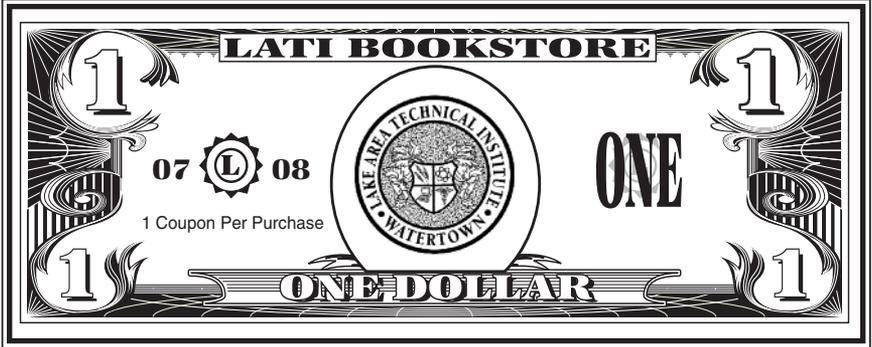
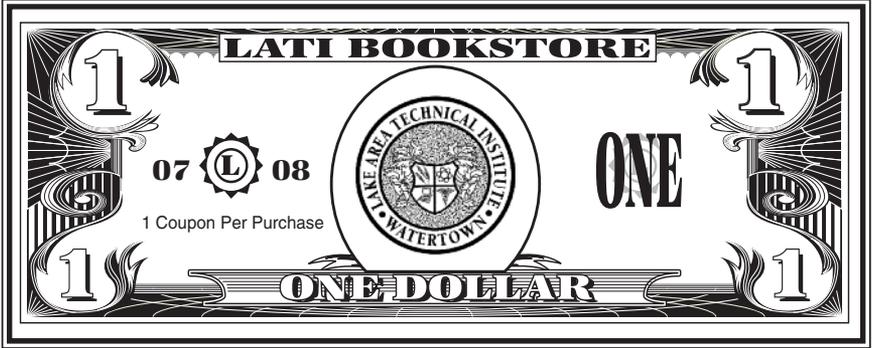
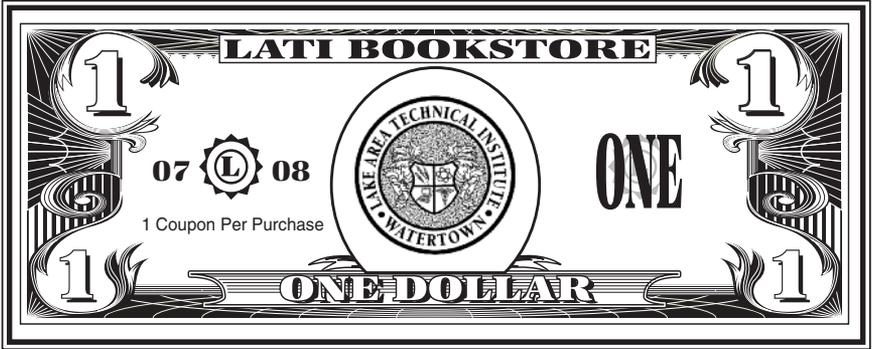
**Campus Planner Dollars may be used to purchase  
regular priced merchandise over \$5.00 in value  
at LATI Bookstore**

Excluding Textbooks and Tools

Discounts taken at register. Not valid with any other offer.

Good during December 2007.

*Limit One Coupon Per Purchase*



**COUPON**

**Campus Planner Dollars may be used to purchase  
regular priced merchandise over \$5.00 in value**

**at LATI Bookstore**

Excluding Textbooks and Tools

Discounts taken at register. Not valid with any other offer.

Good during January 2008.

*Limit One Coupon Per Purchase*

**COUPON**

**Campus Planner Dollars may be used to purchase  
regular priced merchandise over \$5.00 in value**

**at LATI Bookstore**

Excluding Textbooks and Tools

Discounts taken at register. Not valid with any other offer.

Good during February 2008.

*Limit One Coupon Per Purchase*

**COUPON**

**Campus Planner Dollars may be used to purchase  
regular priced merchandise over \$5.00 in value**

**at LATI Bookstore**

Excluding Textbooks and Tools

Discounts taken at register. Not valid with any other offer.

Good during March 2008.

*Limit One Coupon Per Purchase*

**COUPON**

**Campus Planner Dollars may be used to purchase  
regular priced merchandise over \$5.00 in value**

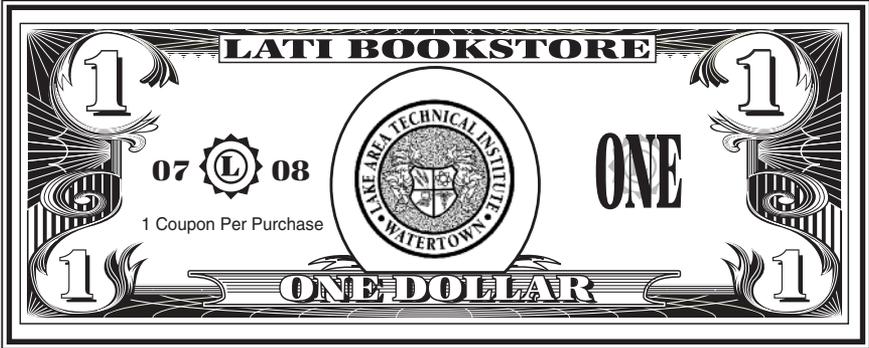
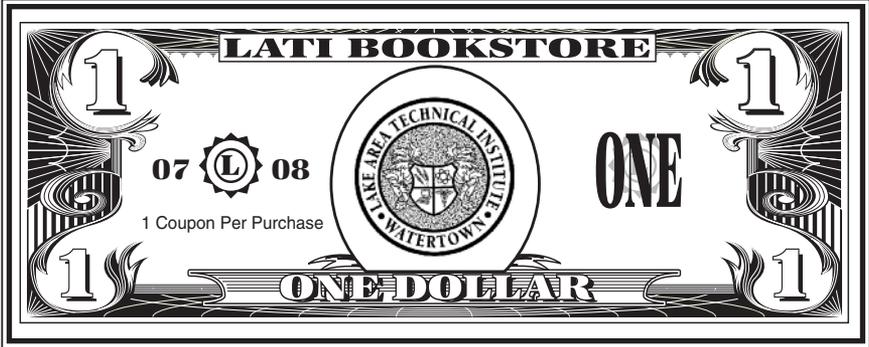
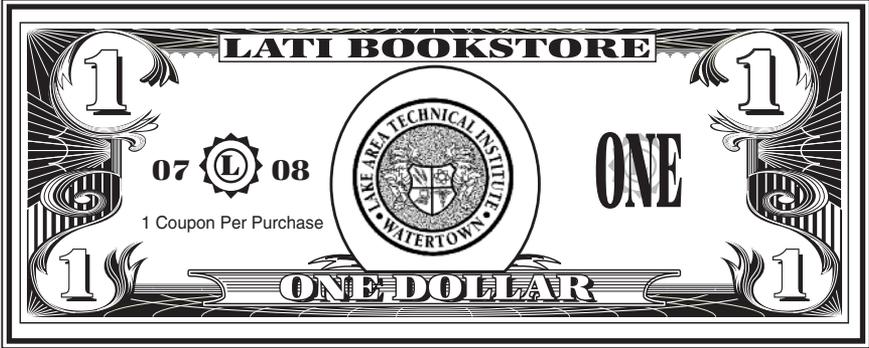
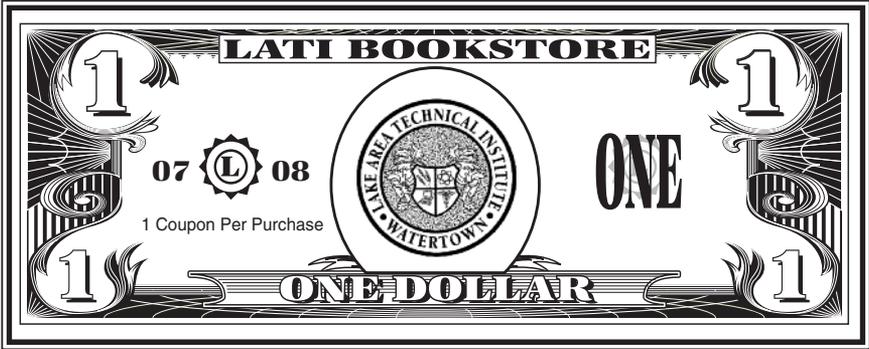
**at LATI Bookstore**

Excluding Textbooks and Tools

Discounts taken at register. Not valid with any other offer.

Expires August 31, 2008.

*Limit One Coupon Per Purchase*





## ***Value Statements***

- We believe in integrity, honesty, and a caring attitude.
- We believe all people are valuable and should be treated with respect.
  - We believe in promoting a positive image for technical education.
  - We believe all employees contribute to the success of the institution.
- We believe that excellence and quality performance promotes success.

## ***Mission Statement***

Lake Area Technical Institute offers superior, comprehensive technical education, creating a foundation for success in an ever-changing world.

## ***Vision Statement***

Lake Area Technical Institute will be the leader in technical education working in partnership with business and industry and all levels of education. Lake Area Tech staff will integrate the latest technology and methods of delivering quality education to meet emerging global workforce demands. Lake Area Tech will continue to develop marketing strategies to promote technical education and will maintain excellence in all programs.

## **Student Rights and Responsibility**

As members of the LATI community, students have both rights and responsibilities which are explained below:

Students have the right to competent instruction under conditions conducive to learning. LATI should endeavor to provide for students those privileges, opportunities, and protections which best promote the learning process in all its aspects. The following statements outline those academic rights of students essential in helping LATI fulfill this responsibility. The principles presented are designed to facilitate communication, foster academic integrity, and defend freedoms of inquiry, discussion, and expression among members of the LATI community. Such principles should safeguard and enhance conditions conducive to learning.

- LATI will provide advisors to assist students in academic planning, but students are responsible for being thoroughly familiar with all academic requirements which must be met for a degree.
- Students have the responsibility to take advantage of the educational opportunities presented by the Institute, to participate in the learning process in a serious and conscientious manner, and to respect the rights of other members of the LATI community.
- Students have the right to have classes conducted under the following provisions:
  - + Faculty will clearly state course goals, testing, and grading which should be intellectually justifiable.
  - + Faculty will be available to students and will announce or print on course syllabi contact information, such as office hours, email address, etc.
  - + Faculty will model respect for each student as an individual, regardless of race, sex, national origin, religion, age, disability, or veteran status.
  - + Faculty will insure students the right to raise relevant issues, doubts, or alternative opinions during classroom discussion without concern for academic sanctions.
  - + Faculty will not disclose student grades or class standing in a classroom situation without the student's permission.
  - + Faculty will serve as academic advisors and will assist students with registration, class schedules, graduation requirements, and will work to assure academic progress with the assistance of the Director of Enrollment.
- Students have the right to exercise full rights as citizens without interference or fear of Institute disciplinary action.
- Students have the right to be free from unlawful sexual or racial harassment on LATI property or off school property during an Institute-related activity.
- Students may form, join, and participate in groups which promote the common intellectual, social, economic, political, recreational or cultural life of campus.
- The Institute will not exclude any person from participating in its programs or activities on the basis of race, color, national origin, religion, sex, age, veteran status, or disability.

## 2007-2008 Academic Calendar

### AUGUST

- 20..... New Student Orientation
- 21 ..... Fall Semester Begins — Full Day of Classes for All Students

### SEPTEMBER

- 3 ..... Labor Day
- 5 ..... Last Day to Drop a Class for Full Refund or to Add a Class

### OCTOBER

- 12 ..... Teacher In-Service Day
- 17 ..... Last Day for Withdraw Pass (WP)
- 17 ..... Last Day to Make Up Incompletes
- 17 ..... Midterm

### NOVEMBER

- 12 ..... Veterans Day Holiday (Observed)
- 22-23 ..... Thanksgiving Break

### DECEMBER

- 20 ..... Fall Semester Ends
- 21-31 ..... Winter Break

### JANUARY

- 1-2 ..... Winter Break
- 2 ..... New Student Orientation
- 3 ..... Spring Semester Begins – All Students
- 18 ..... Last Day to Drop a Class for Full Refund or to Add a Class

### FEBRUARY

- 15 ..... Teacher In-Service Day
- 18 ..... Presidents' Day Holiday

### MARCH

- 5 ..... Last Day for Withdraw Pass (WP)
- 5 ..... Last Day to Make Up Incompletes
- 5 ..... Midterm
- 17-21 ..... Spring Break
- 24 ..... Easter Break



## 2007-2008 Academic Calendar *cont'd*

### MAY

9	.....	Graduation
9	.....	Spring Semester Ends
13	.....	Summer Session Begins
26	.....	Memorial Day Holiday (Observed)
27	.....	General Education Classes Begin

### JUNE

11	.....	Last Day to Make Up Incompletes
11	.....	Last Day for Withdraw Pass (WP)
11	.....	Midterm

### JULY

4	.....	Independence Day Holiday
11	.....	Summer Session Ends

## Lake Area Technical Institute *Bookstore Policies 2007-2008*

### Hours of Operation:

- Monday - Friday 7:00 a.m. to 5:00 p.m.

### Purchases:

- Books and supplies may be purchased using cash, checks, Campus Cash or credit card (VISA, MasterCard, Discover, American Express). Proper ID is required when using a credit card or your personal checking account.
- Payment for purchases is required at the time of pick up.
- If charging to Voc Rehab, Vet Rehab, WIA, or other governmental agency, you must provide written authorization.
- Absolutely NO personal charges for textbooks, supplies or tools!

### Returns:

- Be sure to check with your friends and notices on the bulletin board before purchasing any textbooks from the Bookstore. This will minimize the need for returns.
- Do **NOT** write in your books if you plan on returning them. A marked book is a **USED** book!
- Please save the receipts from your book purchases. You must have a receipt to return a purchase for a refund.

- A refund for a purchase will be given within two weeks of the purchase date listed on the receipt. Due to health considerations, once uniforms have been delivered to a student, the uniforms cannot be returned.
- Books purchased with a shrink-wrap MUST be returned with the shrink-wrap intact.
- Refunds will be paid by check. Purchases made using a credit card will be credited back to the credit card used to make the purchase.

### **Book Buyback**

- The buyback of used textbooks will take place towards the end of the semester. The Bookstore pays 50% of the new book price for books that the Bookstore has a use for the following semester. The Bookstore's needs are dictated by the text requisition completed by the instructor and anticipated class enrollment.
- Books are also purchased for a used book company once the Bookstore's needs are met.
- The Bookstore reserves the right to reject any textbook due to book condition, writing in the book, or new editions being released by the publishers.

## ***Tuition and Financial Information***

Lake Area Tech is supported by state and federal technical education funds. Since these funds constitute only part of the actual cost of a student's training, tuition and fees must be assessed to defray both education and operation expenses. According to federal guidelines, Lake Area Tech students must be enrolled in courses that apply towards their intended major, degree or certificate.

### ***Student Status***

#### **Full-time**

12 or more semester credits (7 semester credits in summer session).

#### **Part-time**

6 to 11 semester credits (4 to 6 semester credits in summer session).

#### **Special Status**

A student taking less than a full credit load who is not registered to a specific program and does not receive financial aid.

#### **Upward Mobility Students**

These students are technically students of the University of South Dakota, but receive their course work on Lake Area Tech's campus. Students are accepted for admission through USD and are enrolled in classes through the USD Nursing Department at Lake Area Tech.

All tuition and fees must be paid in full on the designated dates at the beginning of each term. No credit will be granted nor will post-dated checks be accepted. Exceptions can be made only on a case-by-case basis through prior arrangements with the Collections Office.

### ***Terms of Payment***

The student's bill will be routed to them via their program. The payment is due on the established tuition/disbursement day each semester. Awarding of any degree or diploma is contingent upon the payment of all tuition, fees, or other school charges.

All tuition/fee payments are due by the end of the fourth week of the semester. Students who have financial aid pending should verify this with the financial aid office. Students who still owe any part of their tuition and fees will not be permitted to continue into a succeeding semester until all the financial obligations for the preceding semester are paid in full. In addition, all outstanding account balances (day-care, bookstore, library fees, parking, etc.) must be paid in full upon receipt of newly awarded financial aid or withdrawal from school. Unpaid tuition and fee balances will be turned over to a collection agency at 180 days past due. The collection fees will be the responsibility of the student.

### ***Books and Supplies***

Students need to purchase required textbooks, workbooks, and supplies. A list of required materials and their costs is furnished to students. Many of the necessary materials can be purchased directly from the school bookstore. Some programs require uniforms. Students may prefer to use the Campus Cash card to make these purchases.

### ***Refund Policy***

#### **Applicable to students receiving Title IV funds**

Refunds of tuition/fees for students receiving Title IV funds will be determined by the U.S. Department of Education Return of Title IV funds regulations. Refund calculations will apply only to tuition/fees.

#### **Applicable to students not receiving Title IV funds**

Students not receiving Title IV funds will receive refunds of tuition/fees on a pro rata basis up to the 50% point of enrollment for credit hour programs and the 50% point for clock-hour programs. Refund calculations will apply only to tuition/fees. One hundred percent (100%) of tuition/fees is refundable if the student notifies the school of intent to withdraw on or before the 10th day of classes (fifth day for summer term).

These refund policies apply only to students who completely withdraw from LATI. Further information and examples of the refund policy are available by contacting the Financial Aid office at LATI.

## ***Applying for Financial Aid***

All financial aid is determined by the information that the student provides on the Free Application for Federal Student Aid (FAFSA).

Lake Area Tech financial aid consists of the following:

### **Federal Pell Grant**

A federal grant program that provides funds to students who demonstrate financial need. If a student withdraws from school, these funds may need to be repaid immediately.

### **Academic Competitiveness Grant (AC Grant)**

A federal grant program that provides funds to students who are Pell eligible and meet additional academic requirements.

### **Federal Campus-based programs (Perkins, CWSP, and SEOG)**

Lake Area Tech has limited funds available for student loans through the Perkins Loan Program. The College Work-Study Program (CWSP) and the Supplemental Education Opportunity Grant (SEOG) are programs for students who show exceptional need.

### **Federal Stafford Loan**

Loans available through banking institutions or participating lenders. Amounts up to \$3,500 are available for first year students and \$4,500 for second year students. Repayment begins six months after graduation.

### **Federal Plus Loan**

A loan program for parents of dependent students who wish to borrow to meet school costs.

### **Other Sources of Financial Aid**

- GI Bill
- Veterans' Rehabilitation
- Vocational Rehabilitation
- National Guard Tuition Benefits
- WIA (Workforce Investment Act)
- LATI Foundation Scholarships

**Please contact the financial aid office at Lake Area Tech before withdrawing from school.**

## ***Financial Aid Transfers Between Schools***

When students transfer from one school to another, their financial aid does not automatically go with them. Students must take the necessary steps to continue receiving aid at their new school by contacting the financial aid officer at the new school to make sure aid will be available.

In most cases a duplicate copy of the student's Student Aid Report (SAR) will need to be given to the financial aid office before aid can be awarded at the new school.

## Satisfactory Progress Standards\*

\*Department policies may be more strict.

Satisfactory progress is the measure of a student's performance each semester based on cumulative grade point average (GPA) and completion of the prescribed number of credits as outlined in the Satisfactory Academic Progress Schedule. To maintain satisfactory progress a minimum of a 2.0 grade point average must be maintained at the end of the first semester and a cumulative grade point average of 2.0 for each subsequent semester. An academic deficiency results when a student's grade point average fails to meet the grade point average requirement for two semesters or the student fails to meet the credit requirements for two semesters. Students with academic deficiencies for two semesters will be ineligible for Federal Student Aid. Academic deficiencies may also effect eligibility for other types of financial assistance. Students with academic deficiencies will be subject to loss of financial aid and may be terminated from school.

### Program Length

A - Minimum credits to be completed per semester

B - Minimum cumulative Grade Point Average

C - Maximum months allowed to complete program of study

Summer sessions and workshops will be calculated on a pro-rated basis.

Enrollment Status		Full Time (enrolled 12 or more credits)	Three-Quarter Time (enrolled 9-11 credits)	Half Time (enrolled 6-8 credits)
22 Months	A-	12	9	6
	B-	2.0	2.0	2.0
	C-	33	44	66
20 Months	A-	12	9	6
	B-	2.0	2.0	2.0
	C-	30	40	60
18 Months	A-	12	9	6
	B-	2.0	2.0	2.0
	C-	27	36	54
14 Months	A-	12	9	6
	B-	2.0	2.0	2.0
	C-	21	28	42
11 Months	A-	12	9	6
	B-	2.0	2.0	2.0
	C-	16	21	32
10 Months	A-	12	9	6
	B-	2.0	2.0	2.0
	C-	15	20	30
9 Months	A-	12	9	6
	B-	2.0	2.0	2.0
	C-	13	17	26

### A. Satisfactory Progress Review Standards and Procedures

1. Students attending Lake Area Technical Institute must maintain satisfactory progress in order to continue to receive financial aid, LATI Foundation scholarships, and to obtain their degree or diploma.

2. Satisfactory progress will be evaluated at the end of each academic semester or term.
3. Students who do not meet the respective satisfactory progress standards will be placed on probation. A student will receive one probationary semester or term to raise his or her academic performance to meet satisfactory progress requirements. See Section C, under Academic Probation/Reinstatement.
4. Transfer students who did not meet satisfactory academic progress at a former school and are on academic probation will be eligible for financial aid at Lake Area Tech. Students will be evaluated only on their academic progress while attending Lake Area Technical Institute.
5. Incompletes (if not completed within eight weeks of the next semester), withdrawals, or failing grades in any required class will obligate the student to repeat the class. Those credits will be used to determine the amount of successfully completed classes. Grades for courses that students are required to repeat will replace the grade previously earned.
6. The Director of Enrollment will notify students when financial assistance must be denied because the student is not maintaining satisfactory progress by the end of the probationary semester or term.
7. Students transferring from one program to another within Lake Area Technical Institute will have grades calculated including all grades earned at Lake Area Tech. The grades from the previous program will be used in the grade-point average calculation unless the student gets the approval of the department supervisors of both programs involved in the transfer. This approval is submitted to the Director of Enrollment in writing after the student has spent a minimum of one successful semester in the new program.
8. Cosmetology, which is a 2100 clock-hour program, will have satisfactory progress evaluated at the midpoint (1050 hours). Students enrolled in cosmetology must abide by the cosmetology attendance policy. Excessive absences may result in termination from the program.
9. A student's academic grade level in two-year programs will be determined as follows: 0-33 credits (Grade level 01); 34+ credits (Grade level 02). Credits will be determined by current program if the student has already completed another program at LATI.

## B. Academic Course Policies

1. Each course required for graduation will be offered at least once during the length of a program. A student dropping or failing a course will be able to retake the course at a later time, with additional tuition paid. When the student successfully completes the course, his/her transcript will reflect the final grade earned.

2. A student must successfully complete all of the required course work to graduate from a program. A grade of “D” or better must be achieved in each required course unless the individual program has a different policy.
3. Students in competency certificate programs must meet minimum requirements as defined by each department. Students not meeting those requirements will have their financial aid cancelled.
4. Transfer students will be evaluated on an individual basis to determine the length of time needed to complete their degree or diploma. Students changing programs will have the normal time frame to complete the new program.

#### C. Academic Probation/Reinstatement

1. A student is placed on probation at the end of a semester or term if he/she fails to maintain satisfactory progress. Any student who has two successive terms of probation will be dropped from enrollment.
2. Students who are dropped due to failure to maintain satisfactory progress may appeal to the Satisfactory Progress Committee to remain enrolled at LATI. This request must be made to the Director of Enrollment within five days after the semester or term has ended. A Satisfactory Progress Committee meeting will be scheduled within ten calendar days. The committee will assess the student’s progress and develop a plan of action. If an appeal is pending, students will be allowed to attend classes, but will not be awarded financial aid if applicable.
3. Students suspended by the Satisfactory Progress Committee because of lack of satisfactory progress must sit out one complete semester or more, before returning and re-apply for admission. Students suspended will not be allowed to remain in school to finish incomplete grades.
4. Academic probation status indicates a student must maintain a cumulative GPA minimum of 2.0 until graduation. Probationary status continues until successful completion of the program, even if gaps of enrollment occur.

## *Student Activities*

Although students are not required to participate in school activities, the philosophy of the institution is that these are also an important part of a total education.

Student life consists of many activities outside the classroom. Extracurricular activities provide for many positive social and professional experiences which students may encounter off-campus.

Student Activities include:

- Dances
- Pizza Parties
- Premier Movies
- Theme Parties
- Miniature Golf
- Comedy Shows
- Go-Karts
- Valleyfair Trip
- Fall/Spring Picnics
- Bowling
- Vikings Trip
- Mall of America Trip
- Intramural Sports
- Golf

## *Student Clubs and Organizations*

A variety of clubs and organizations is available including:

- American Dental Assistants Association, Student Chapter
- American Physical Therapy Assistants Association, Student Chapter
- Associated General Contractors, AGC Student Chapter
- Automotive Tech Club
- Campus Activities Board
- Campus Crusades For Christ
- Diesel Tech Club
- Home Builders' Association, Student Chapter
- Laboratory Technology Club
- Occupational Therapy Assistant Club
- Postsecondary Agricultural Student Organization (PASO)
- SkillsUSA-VICA
- Student Ambassadors
- Student Medical Assistants Organization
- Tech Club

### **American Dental Assistants Association, Student Chapter:**

Any Dental Assisting student is eligible to join this organization. The WSDAA provides exposure to the professional organization of the Dental Assistants. It also allows the students an opportunity to organize activities within the program that provides a service to the community as well as growth as a professional. This group also provides four educational seminars for practicing area dental assistants, provides oral health education for the community, and promotes the career of dental assisting. The \$35.00 dues also allow them to acquire professional liability insurance at reasonable rates.

**American Physical Therapy Assistants Association, Student Chapter:**

Students in the Physical Therapist Assistant program may join this group. The members organize and participate in the Physical Therapy Awareness Month activities. They host a number of community service projects each year and organize the open house for the Physical Therapist Assistant program each year. The dues for this group are \$50.00 each year. Their membership allows the students to attend the state and national meetings and they receive national journal publications.

**Associated General Contractors, AGC Student Chapter:**

Any student enrolled in the Building Trades Technology program is eligible to be a member of the AGC, Student Chapter. This group promotes professional development in the commercial construction industry and works with the local and state AGC organization.

**Automotive Tech Club:**

Membership is open to any student enrolled in the Automotive Technology program. The club plans, organizes and hosts several different events during the year.

**Campus Activities Board (CAB):**

Each year Lake Area Tech students will elect a Campus Activities Board (CAB). The election will take place sometime during the first four weeks of school. This board is made up of a president, vice president, secretary/treasurer and four student representatives. The Campus Activities Board is responsible for planning activities for the student body within a given budget on a year-long basis. The activities range from intramural sports, pizza parties, snow sculpturing, Vikings trips and everything in between. The student body is encouraged to get involved with CAB by first casting their vote and also by attending meetings to voice their opinion. Some programs may choose to elect representatives to attend CAB meetings on behalf of their program.

**Campus Crusades For Christ:**

An inter-denominational group of students who gather for Bible studies, fellowship and outreach events, retreats and regional conferences.

**Diesel Tech Club:**

Membership is open to any student enrolled in the Diesel Tech program. The club plans, organizes and hosts diesel related activities throughout the year.

**Home Builders' Association, Student Chapter:**

Membership is open only to Building Trades and Architectural Drafting students. This group promotes professional development in the construction industry and works with the local and state NAHB organizations. They work at the local Home Builders Show and have the opportunity to attend the National Home Builders Convention. The membership dues for this group are only \$11.00.

**Laboratory Technology Club:**

Membership in this organization is open to any student enrolled in the Medical Laboratory Technician program. This group plans, organizes and hosts a number of public relations activities during the year.

**Occupational Therapy Assistant Club:**

Any student currently enrolled in the Occupational Therapy Assistant program is eligible to be a member of the OTA Club. The club is responsible for planning and conducting professional presentations, special projects and fund-raising events.

**Postsecondary Agricultural Student Organization (PASO):**

Any student enrolled in an agricultural-related program may join this active group. PASO provides opportunities for members to develop the skills and abilities needed to enter and advance in careers in agriculture, agribusiness, horticulture and natural resources. Members are encouraged to attend and compete in the state and national PASO conferences. The membership fee for the PASO is \$25.00.

**SkillsUSA-Vocational Industrial Clubs of America:**

This student organization is open to any Lake Area Tech student. The SkillsUSA-VICA club helps students develop leadership skills and helps the student prepare for the State SkillsUSA-VICA contest that is held in April each year. The state winners are then eligible to compete at the National SkillsUSA-VICA contest that is held in June. The SkillsUSA-VICA club dues are \$8.00.

**Student Ambassadors:**

Each program may appoint one or more students to act as student ambassadors. These students help the school with the Senior and Junior Tech Day open houses and tour individuals and groups through their departments when called upon to do so.

**Student Medical Assistants Organization (SMAO):**

This local organization's objectives shall be: to share in responsibility for quality health care to all; to advance the practice of medical assisting profession; and to communicate effectively with all members of health related professions. This organization shall be a Student Organization of the students in the medical assisting program at Lake Area Technical Institute. The term of the student organization shall be September to September. The first meeting held in September shall be an organizational meeting at which time officers for the upcoming year will be elected or volunteers may be taken. The student organization shall follow parliamentary procedure in conducting the business of SMAO. The officers shall follow through on business that has been discussed. The faculty of the medical assisting program shall serve as advisors. The meetings of the student organization shall be monthly or as the necessity arises.

## **Tech Club:**

Any student enrolled in the Computer Information Systems program is encouraged to join the Tech Club. The Tech Club meets bi-monthly. Guest speakers, field trips, networking and projects comprise most of the meetings. This organization is designed to help students better understand the career path they've chosen.

## ***Community Activities***

The Watertown area has a variety of other activities in which Lake Area Tech students may participate during their free time. A sampling is listed below:

- |                     |                        |                      |
|---------------------|------------------------|----------------------|
| ■ Athletic Leagues  | ■ Library              | ■ City Band          |
| ■ Boating           | ■ Movies               | ■ Watertown Symphony |
| ■ Bowling Leagues   | ■ Museums              | ■ Car Races          |
| ■ Skate Park        | ■ Cross-Country Skiing | ■ Snowmobiling       |
| ■ Fishing           | ■ Tennis               | ■ Golfing            |
| ■ Parks             | ■ Hunting              | ■ Water Sports       |
| ■ Community Theater | ■ Zoo                  | ■ Miniature Golf     |
| ■ Go-Karts          | ■ Frisbee Golf         | ■ Swimming Pools     |
| ■ Biking Parties    | ■ Bike Paths           | (Indoor/Outdoor)     |

## ***Intramurals***

Students are encouraged to participate in regular recreational and intramural activities. Activities may include golf, volleyball, flag football, bowling, basketball and softball.

## ***Community Recreation Center***

Located across the street from the LATI campus, this facility offers a variety of recreational activities. Students are encouraged to make use of the indoor swimming pool, sauna, whirlpool, weight room, racquetball courts, land and water aerobics, gymnasium, cardiovascular equipment, walking and running track and other facilities and activities provided by the recreation center. Students with a current LATI ID card have free access to the Community Recreation Center.

## ***Religious Activities***

Active cooperation exists between area churches and Lake Area Tech. Students are encouraged to attend services of the denomination of their faith and to participate in the many organized church activities. Lake Area Tech also has an active Campus Crusades For Christ organization and Lutheran Campus Ministries.

## ***Services for Students***

Several program services (some include a nominal fee) are available for public and student use at Lake Area Tech. These program services include the following:

**Automotive Technology:** Auto repairs (availability dependent on curriculum sequence)

**Cosmetology:** Hair cutting, styling, perms, and other services

**Dental Assisting:** Dental x-rays and polishing, as scheduled with dental assisting students

**Financial Services:** Assistance with income tax preparation (dependent on eligibility)

**Medical Assisting:** Blood pressure checks

## ***Student Services***

Many student services are available at Lake Area Tech. The services are listed in this section of your handbook.

### ***Educational Services Center (ESC/Library) (Room 210)***

The Educational Services Center, located in the Leonard Timmerman Library, offers the following services:

#### **Tutoring/Mentoring**

The Educational Services Center is available for support sessions in math, reading, and other courses. Tutoring is available as needed throughout your course work. The Educational Services Center operates on a drop-in basis or by referral, and the Center is also available for quiet study. Peer tutors are also available on request. Mentoring for single parents and/or other students is additionally available through the ESC.

#### **Career Counseling**

Guidance is available for students when investigating career choices or in reaffirming the choice already made. Check with the Lake Area Tech Educational Services Center.

#### **Equity Project**

Students enrolled in programs that are nontraditional for gender are eligible for a variety of services including academic advising, textbook and tool purchase assistance. Students enrolled in a program or who are considering enrollment in a program nontraditional for gender should check with the Equity Coordinator or campus counselor regarding eligibility.

#### **Personal Counseling**

Knowing that student life can be stressful, Lake Area Tech provides personal on-campus counseling for either school-related or non-school-related issues. At times,

referral to another counseling service may be warranted. Check with the on-campus counseling staff if you have concerns you need to discuss. Specific referrals for drug and alcohol-related issues will be made by on-campus counselors.

### **ADA Policy**

The Americans with Disabilities Act (ADA) prohibits discrimination on the basis of disability in employment, programs and services provided by state and local governments, goods and services provided by private companies, and in commercial facilities.

The ADA was signed into law on July 26, 1990. It contains requirements for new construction, for alterations or renovations to buildings and facilities, and for improving access to existing facilities of private companies providing goods or services to the public. It also requires that State and local governments provide access to programs offered to the public. The ADA also covers effective communication with people with disabilities, eligibility criteria that may restrict or prevent access, and requires reasonable accommodation of policies and practices that may be discriminatory.

Lake Area Technical Institute strives to provide a safe and secure learning environment for all of its students. Students with disabilities may request accommodations by setting an appointment to meet with the Officer of Disability Services in Room 210, Ext. 216.

### ***Library***

The Leonard H. Timmerman Library, located in the center of the campus, provides students and staff with access to a variety of physical and electronic resources. The library's collection includes various online databases, books, reference materials, magazines, journals, and newspapers. In addition, the LATI Library website is a user-friendly site that puts an abundance of information at students' fingertips. The website helps students with research-based tasks such as locating sources, utilizing sources, and citing sources. The library website also links students to the South Dakota Library Network (SDLN), where students can access nearly a million books, full-text journal articles, and images suitable for their research needs. SDLN resources are available from home and on campus. Students also have access to the resources and interlibrary loan services of the Watertown Regional Library, located just a few blocks from campus.

At the library, full-time staff is available to assist with student research needs. Services available in the library include computer access, wireless internet access, printers, photocopier, and scanner. The library also provides a quiet study space for all students. Library hours are 7:30 a.m. to 9:00 p.m. Monday through Thursday, and 7:30 a.m. to 4:00 p.m. on Friday. Summer hours will vary.

## ***Special Facilities for Disabled Students***

Lake Area Tech complies with the 1973 guidelines established by the US Department of Health, Education, and Welfare and is recognized as having educational facilities that are accessible to the disabled with mobility impairments. Wheelchair entrances are located at door 2A near the library and at the front entrance of the Technical Education Center.

## ***School Nurse***

A school nurse is available in Room 321 to consult with students about health problems and to refer them to appropriate health providers in the community. These nurses cannot dispense any medication.

## ***Financial Aid***

The financial aid office personnel are here to assist you in understanding the wide variety of financial aid available. They will be glad to explain the benefits of and application procedures for financial aid.

## ***Housing***

The Housing Coordinator keeps a current listing of housing options available to suit your needs and budget. This list is also available on the Lake Area Tech website.

## ***Car Pool Information***

Many Lake Area Tech students commute to the campus. The Housing Coordinator will be happy to keep a record of your car pool to provide information to other commuting students to coordinate rides whenever possible.

## ***Placement and Student Employment/Work-Study***

Placement of Lake Area Tech graduates is administered through the placement office in cooperation with various departmental personnel and the South Dakota Career Center.

The South Dakota Career Center has an on-campus job representative who serves as the placement coordinator. Students awarded work-study as part of their financial aid package should visit with the Employment Representative about a work-study job. Work-study jobs are available throughout the campus and Watertown School District.

## ***After-School Jobs***

Many students find part-time employment in businesses in Watertown while attending Lake Area Tech, either by contacting employers directly or through South Dakota Career Center.

The Employment Representative on campus has the full listing of jobs called into the South Dakota Career Center and will be happy to make referrals to those jobs. Employers also call the school directly for part-time employees, and these listings are available through the Employment Representative in Room 119E. Students who are available to work at least every other weekend and who are willing to work 15-20 hours per week have the most success in obtaining employment.

## ***Insurance***

**Since the school provides no insurance coverage, students attending Lake Area Tech are expected to obtain their own health, accident insurance, and personal property insurance.** Student coverage through private insurance companies is available for those who wish to apply. Please inquire at the front office.

## ***Lake Area Tech Children's Educare Center***

Lake Area Tech is extremely proud of the Children's Educare Center. Conveniently located on campus, this fully-licensed facility provides quality day care and preschool for infants, toddlers, pre-schoolers and part-time kindergartners. Enrollment is limited. Whenever possible, preference for admission is given to children whose parents are enrolled in a program at Lake Area Tech.

Application forms for enrollment and fee schedules are available from the Educare Center.

It is recommended that an interview with the parent and child be arranged prior to the center caring for the enrolled child. This interview provides an opportunity for parent(s), child, and staff to get acquainted and eases the adjustment period for the child. Contact the Educare Center for an appointment at 882-5284, ext. 440 or stop by during operating hours which are 7:00 a.m. to 5:45 p.m, Monday-Friday.

## ***Instant Cash Machine***

An instant cash machine is located in the student center. The cash machine dispenses in increments of \$10.00. Students are advised that there is a foreign fee transaction of \$1.50 if you do not do your banking with Great Western Bank. If you would like more information, contact the Bookstore.

## ***Campus Cash***

Lake Area Tech students who wish to open a debit account are encouraged to do so at the beginning of the semester. Students will receive an ID card which may be used as a debit card when an account is activated. To activate the account, students are required to deposit a minimum of \$20.00 into their account. Additional deposits may be made at anytime. The participant's ID card is the access device for the Campus Cash Spending Account. The card must be presented at the time of purchase

and shall be the only means of accessing the participant's account. The Campus Cash Card is not an ATM card. With the student ID/debit card, students may make purchases at the Lake Area Tech Food Service and Bookstore.

The Campus Cash Spending Account is automatically closed at the end of the contract. Refunds, upon written request, on closed accounts will be made at the full value of the unused balance; however, no refunds will be made for balances less than \$5.00. Any outstanding financial obligations to Lake Area Technical Institute will be applied to the remaining balance before refunding. Refunds will be issued within fourteen (14) days. In addition, any Campus Cash Spending Account with an unclaimed balance under \$50.00 that has been inactive for a period of twelve (12) months, will be deposited into Lake Area Tech's general fund.

Should the participant's Campus Cash card be lost, stolen or damaged it must be reported to the Debit Card Office, Room 119, immediately. A fee of \$10.00 will be charged for replacement of lost, stolen or damaged cards.

### ***Check Cashing***

The Bookstore provides a check-cashing service. Students who write a check for cash must present their driver's license or student ID. There is a \$10.00 limit on the amount for which a check may be written. If a student makes a purchase, the check may be made out for \$10.00 over the amount of the purchase. No two-party checks are accepted. No checks will be cashed in the school offices.

### ***Insufficient Funds***

All checks are electronically verified by the Credit Bureau of Watertown. Any checks written to Lake Area Technical Institute (LATI, Lake Area, Lake Area Tech, etc.) that are returned due to non-payment for any reason will be referred to the Credit Bureau of Watertown and will be subject to all costs necessary for collection (service charges, collection costs, attorney fees, etc.). Offenders will be placed on a cash-only basis and will lose check-cashing privileges.

### ***Student Identification Cards***

Students who are enrolled at Lake Area Tech will receive a student identification card. The student ID is to be presented when attending all Lake Area Tech student activities and utilizing the Watertown Community Recreation Center. Students must also present their student ID to receive a parking sticker and when using the state library. Students may also use the ID card as a debit card to make purchases on campus.

If students lose or misplace their student ID card, there will be a \$10.00 replacement charge.

## ***Transportation***

Students are required to furnish their own transportation to and from school. When training requires students to be off-campus, students must make their own transportation arrangements.

## ***Motor Vehicle Registration and Parking Permits***

All students owning or operating a vehicle while attending Lake Area Tech are required to register the vehicle by license number in the administration office and present a Lake Area Tech Student ID to receive a parking permit. The hang tag issued permits parking in designated areas on campus.

Any student-operated vehicle parked on the campus without displaying an official parking permit hang tag is subject to a fine of \$10 and may be towed from the campus at the owner's expense. Vehicles abandoned on the Lake Area Tech campus will be towed away at the owner's expense and placed in impound. Parking violations may be subject to a municipal ticket in which fines will be paid to the City of Watertown. Handicapped parking violations will result in a \$100 fine.

Parking in cosmetology customer parking, staff, visitor or no parking zones will result in a \$10 parking fine.

If a student sells his/her vehicle, the LATI parking permit hang tag must be removed and destroyed. The student will then be responsible for obtaining a new parking permit.

If the parking permit hang tag is lost or misplaced, there will be a \$5 replacement charge.

Any LATI student who attempts to obtain or loan a parking permit hang tag to a non-LATI student will lose all parking privileges on the Lake Area Tech campus.

**All fines must be paid before any grades, diploma, or transcripts will be issued.**

## ***Designated Student Parking Areas***

See map on pages 200-201.

## ***Regulations for Off-Campus Parking – City of Watertown***

Parking of Vehicles Prohibited (18.0101)

- a. No motor vehicle or other vehicle of any kind shall be parked or remain upon any street following a snowstorm of more than 2" on Monday, Wednesday, or Friday or upon any avenue on Tuesday, Thursday, or Saturday until said street or avenue has been plowed. (E-506)
- b. No motor vehicle or other vehicle of any kind shall be parked or remain upon any street or avenue when signs have been posted banning parking during a

specified time or for a specified purpose (for example: snow emergency; no parking 2-5; no parking, Tuesday evening street cleaning). The Safety Committee shall have the authority to authorize such signing. (E-506)

- c. No motor vehicle or other vehicle of any kind shall be parked and remain upon any street, avenue, parking lot or public way when the Police Department or Street Department has placed barricades thereon for maintenance, cleaning, plowing, or any other legitimate purpose. Any owner, or person in charge of a vehicle parked prior to placement of barricades shall remove it upon request. (E-506)
- d. No motor vehicle or other vehicle shall be parked or remain upon any street or avenue right-of-way in any one location within the limits of this city for a period of time exceeding 24 consecutive hours. (E-506; E-544-1)
- e. No motor vehicle or other vehicle shall be driven over or across any cement walk, except at a regular street, alley or private crossing. (13.0406)

**Vehicle May Be Removed; Cost, Etc. (18.0102)**

- a. Any motor vehicle or other vehicle which is in any such street or avenue contrary to the provisions of Section 18.0101 hereof may be removed from such street or avenue by any member of the Street Department of said city, or any person requested by such member of said Street Department to remove said motor vehicle or other vehicle, and the sum of \$35.00 shall be taxed against the owner of such vehicle as a cost to cover the expense of so removing such motor vehicle or other vehicle. Neither said city nor any other person shall have any liability for any damage which may be done to any motor vehicle or other vehicle so moved, as long as reasonable care is used in the moving of such motor vehicle. (E-544)
- b. The Police Department may remove or cause to be removed any vehicle found in violation of the provisions of 18.0101, sub-section (e). Any vehicle stored on city property under this Ordinance shall become liable for a charge of \$1.50 per day. Such vehicle may be hauled from the place where it is found to a place of storage. The costs of such removal shall become a possessory lien under state law, and the city may foreclose such lien and sell the vehicle for payment of all charges, as provided for by state law. The Police Department may issue a tag for violation in lieu of removal of the said vehicle and such offense shall constitute a misdemeanor under these Ordinances. (E-288-1)

<b><i>Ordinance</i></b>	<b><i>Violation</i></b>	<b><i>Fine</i></b>
18:0101A	Parking snow removal area - snowbird	\$40
18:0101D	Parking over 24 hours	\$15
18:0101B	Parking in handicapped zone	\$100
18:0101E	Parking of semis on streets	\$40
18:0312	Wrecked/Non-operational	\$25
19:0129	Parking on sidewalks	\$15
19:0401	Parking on left-hand side of street	\$15

19:0404	Parking certain hours (2-5 am)	\$15
19:0406	Parking in alley	\$15
19:0407	Parking by fire hydrant	\$15
19:0409	No parking (no parking signs)	\$25
19:0409	Parking in yellow zone	\$25
19:0417	Parking over 2 hours (downtown)	\$15
19:1007	Parking without permission	\$15
19:1008	Nuisance parking (private lot or driveway)	\$15
19:0418	Parking in residential	\$15
19:0408	Residential parking only	\$15
CODE 11	No parking in private/tech parking lot	\$15
19:0401	Park away from curb 12”	\$15

### ***Food Service***

The food service facilities are located in the Lake Area Tech Student Center and the Manufacturing Education Center. A wide variety of meals and snacks are served from 6:45 a.m. to 4:00 p.m. each day. The food service operates as a “cash and carry.” Students are not required to purchase meal plans however; students may wish to utilize their Campus Cash cards to purchase food items at the Food Service. Vending machines are also available throughout the campus.

### ***Student Center***

The Lake Area Tech Student Center is located on the main campus. Students gather in the Student Center for meals, student entertainment, activities, socializing, and studying.

## **Academic Life**

### **Registration**

Students must be officially registered in order to be admitted to class. New students will be registered to individual courses by the Admissions Office. Current or returning students will be registered by their program advisor. The registration form will be generated by the Director of Enrollment's office and routed to the program in advance of the semester start.

### **Class Schedule Change**

Any changes in a student's registration (including adding or dropping a course) must be completed on a course drop/add form and signed by the student and his/her advisor or the department head. This form is to be turned in to the Director of Enrollment's office.

#### ***Adding a course:***

Students may still register for classes after the semester has begun as long as the class has not been in session for two weeks and the instructor agrees to the registration. Tuition will be adjusted accordingly.

#### ***Withdrawing from an individual course:***

If a student chooses to withdraw from a class before the midpoint of the course, the student needs to complete a course drop form and is issued a grade of "WP" to indicate official withdrawal. The "WP" grade does not affect the student's grade point average.

A student officially withdrawing from a class after the midpoint of the semester will receive a grade of "WF" which does affect the student's GPA, until the course is repeated.

A student who stops attending class without officially withdrawing will have a grade of "F" recorded on the transcript.

A student dropping or failing a course will be able to retake the course at a later time. When the student successfully completes the course, his/her transcript will indicate the failing grade has been repeated. The original "F" will no longer affect GPA.

Dropping a course may result in a reduction of financial aid, may affect a student's graduation date, and may affect a student's status. Students are encouraged to consult with their program advisor or a counselor before making this decision.

#### ***Tuition refund resulting from a schedule change:***

If a student drops a class within the first 10 days of the semester (five days for summer session), a full refund for the tuition and any applicable fees will be refunded to the student. If a student drops the class after this time, no refund is issued.

## *Class Attendance*

Attendance is important both to the mastery of course skills and to the development of proper work habits. Students are expected to attend all classes: no absence is excused in the sense that students are responsible for work missed during any absence. Attendance is recorded on a daily basis, and that information is recorded on students' academic records. All instructors will inform the students of the importance of class attendance and make them aware of the policies concerning attendance. **EACH PROGRAM HAS AN ATTENDANCE POLICY THAT ALL STUDENTS ARE EXPECTED TO FOLLOW. STUDENTS WITH EXCESSIVE ABSENCES WILL BE REPORTED TO THE ADMINISTRATION AND MAY BE SUBJECT TO DISMISSAL.**

## *Inclement Weather*

When inclement weather is apparent, students are encouraged to listen to the local radio stations (KWAT 950, KIXX 96, KSDR, KS93 or Power 106.3) to be informed of campus closings. **Note:** LATI is not included with the Watertown School District closings.

Students with children should be informed that when the Watertown School District closes due to weather conditions, the Watertown Boys and Girls Club also closes.

## *Class Etiquette*

All LATI students are expected to consider the rights and learning environment of other students while in the classroom. **Students are not permitted to bring children to class or the library, nor should the children be left unattended anywhere on campus.** Students are to shut off cellular phones and pagers while in class and in the library. Appropriate standards of public behavior are expected to be followed.

## *Computer Hardware and Software Use*

LATI computer equipment and software licenses are property of the State of South Dakota. Marking, stamping, engraving and any other form of defacing government property is a criminal offense. Unauthorized use or duplication of software is a violation of US copyright law.

LATI computer equipment and software are for academic use only. Computer equipment and software may not be used for personal gain, illegal activity or viewing pornography. Unauthorized or non-academic use of LATI computer equipment and software will result in loss of computing privileges and possible expulsion.

LATI's policies against sexual or other harassment apply fully to the email system, and any violation of those policies is grounds for discipline up to and including discharge. Therefore, no email messages should be created, sent, or

received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law.

**All systems and users are monitored.**

Internet/computer accounts are inactivated immediately should a student drop from enrollment. Accounts of graduates are inactivated within two weeks of graduation.

## ***Grading System***

Letter grades are used to indicate the quality of a student's work in a course. Grade points are assigned for each letter grade so that a grade point average can be calculated.

The system is as follows:

Grade	Credit Point
A	4
B	3
C	2
D*	1
F	0
I	0

A student's grade point average is determined by adding all grade points and dividing by the sum of all credits passed and failed. If a student is currently enrolled an Incomplete must be removed no later than mid-point of the following grading period. If the Incomplete is not removed by that time, it will automatically be changed to "F". An Incomplete calculates as a "0" for grade point average purposes.

**NOTE TO STUDENTS: NOT ALL COURSES ALLOW AN INCOMPLETE GRADE. SOME MAY REQUIRE AN INCOMPLETE TO BE MADE UP BEFORE THE MIDPOINT.**

\* In most technical programs, any grade below 80% is a failing grade; there is no "D".

## ***Optional Associate of Applied Science Degree***

Optional A.A.S. degrees are available in Aviation Maintenance Technology, Environmental Technology, Human Services Technician, Dental Assisting, Medical Assisting and Welding Technology. Students pursuing the optional A.A. S. degree must consult with their academic adviser to arrange their academic course schedule. See your academic adviser for more details.

## ***Late Charge***

Students in Cosmetology or Medical Assisting must finish any incomplete technical courses within ten days of completion or leaving their total program. If

work is not finished within ten class days, the student will be charged \$20.00 per day until the work is completed. This tuition must be paid before the student is allowed to continue in the program. Students in the second year of Aviation will pay the per day charge for any class days needed after graduation.

### ***Course Auditing Policy***

Should a student or community member wish to audit a course (attend lectures but not take tests or receive credit), the tuition charge will be \$10 a credit hour. Auditing the course must be approved by the course instructor and will be allowed only if class size permits. **Auditing computer courses is not permitted.**

### ***Honor Roll***

The Honor Roll is a list of students published at the end of a semester that gives recognition to outstanding students who, through their initiative and ability, have indicated a seriousness of purpose in their educational program. The Honor Roll is limited to those who have achieved a semester grade point average of 3.25 to 4.0. Students with a 4.0 will be noted on the list. Only full-time students enrolled in a program are included on the Honor Roll. **To graduate with honors, a cumulative GPA of 3.75 must be achieved.**

### ***Student Grade Reports***

Grade reports are distributed at the end of each grading period by department instructors. Student grades are sent to parents only with student permission. Students requesting that grades be mailed to parents must make this request in writing to the Director of Enrollment's Assistant. **Students need to carefully check all grade reports. Responsibility for the accuracy of the grade report is shared by the student.** All students may review their LATI transcript upon request. Any discrepancies should be reported to the Director of Enrollment's Office immediately.

### ***Standards of Progress***

Performance standards appropriate to business and industry are established by individual programs. Students failing to perform at these levels will be counseled and assisted in overcoming the problems or in finding alternatives more appropriate to their interests and capabilities. School policy discourages students continuing in a program found to be inappropriate for them.

### ***Withdrawal From School***

Students who wish to withdraw from school before the end of the semester are required to obtain a signed withdrawal and official release from the school office.

Failure to do so can result in failing grades in all courses in which the student is enrolled.

### ***Personal Property***

Should a student discontinue enrollment at LATI and leave personal property on campus or in a locker, efforts will be made to contact the student. Should the property not be claimed after a period of twelve months, it will be disposed of at the discretion of the Director of Enrollment. Should the student have any unpaid obligation to LATI, disposal of the personal property will be used to help satisfy the debt. **Students are responsible for the security of their personal property, such as tools, bookbags, kits, etc.** Lockers are provided. Tool boxes should be locked when not in use.

### ***Transfer of Previously Earned College Credits to Lake Area Tech***

Any credits transferred to Lake Area Tech must meet the following criteria:

1. An official transcript must be submitted from an accredited post-secondary institution. This will be kept in the student's official file at Lake Area Tech.
2. Credits must have a grade of "C" or above to be considered for transfer. When a course has been repeated for credit, the last grade earned will be evaluated for transfer.
3. Grades for transfer will be recorded on the Lake Area Tech transcript with a "TR" notation. Transferred grades are not calculated in Lake Area Tech's grade point average.
4. There is no charge to transfer credits for presently enrolled full-time students.
5. Transfer credits are not eligible for financial aid.
6. The minimum unit to be transferred is one half credit. Courses accepted in transfer from institutions with different credit and/or grading systems than LATI's will be converted.

### ***Transfer of General Education College Credits***

In addition to the preceding criteria, the following policies apply:

1. No age restrictions are placed on the life of the general education credit to be transferred. The course to be transferred must be applicable to the student's degree program at Lake Area Tech. Credit will not be given for duplication of courses.
2. General education credits fulfilling the Associate of Applied Science degree requirements must be approved by the Director of Enrollment.

## ***Transfer of Technical Studies Credit***

In addition to the previous criteria, the following policies apply:

1. Technical Studies credits fulfilling the Associate of Applied Science degree or diploma requirements must substantially match Lake Area Tech's curriculum.
2. The decision to accept specific technical credits will be made at the program level.
3. Time limit for accepting transfer technical credits will be five (5) years. Credits earned more than five (5) years ago must be verified and approved at the Lake Area Tech program level. (Computer courses are considered as technical courses.)
4. A minimum of one-third of the technical credits must be from Lake Area Tech in order to be granted a diploma or degree.

Advanced Placement (AP) is available in Keyboarding classes. The programs which instruct keyboarding will do a placement test with students and register the student for the most appropriate course for the skill level demonstrated. The student will be granted credit for any keyboarding course he/she tests out of at no charge.

Prior Learning (PL) is granted in cases where a student may have work experience or other experiences where technical credit may be granted. This decision is made by the program department head. Certain types of verification may be requested.

## ***Transfer of On-line Course Credit***

Students may transfer no more than nine (9) semester credits of on-line course credits to LATI. The courses must be accredited through a professional accrediting agency and must conform to the requirements of courses as determined by each program. Programs that offer elective credits may accept on-line credits for these courses. The Director of Enrollment will grant final approval of on-line course credits regarding the appropriateness and applicability to the student's course of study.

## ***Transfer Credit from High School***

Tech Prep credit may be granted to students who graduated from high schools with articulation agreements with LATI. This option and the conditions that apply are explained in initial course registration materials.

**Computer** – LATI will transfer one to two credits in computers for students who have taken high school computer classes and graduated within the last three years under the following conditions:

- the student must have taken two semesters of computers (not including keyboarding)
- the student must have a grade of a "B" or better in these classes.

These transfer credits will meet the computer requirement for some programs at LATI. In other programs, it will be used as an elective credit.

Advanced placement (Educational Testing Service) exams are accepted for transfer. The score on the exam must be a three or better. Verification of the score must come from ETS.

**Accounting** – LATI will transfer two credits of Accounting for students who have taken two semesters of high school accounting and graduated from high school within the last three years. The student must have earned a minimum grade of a “B” or better in these courses. LATI programs requiring Accounting have a three credit course in place. Students will be registered for that course but pay for only one credit or the student may elect to test out, as described below.

### **Agriculture**

If your high school uses the Statewide Agriculture Profile Curriculum and you enroll in the Lake Area Tech Agri-Business or Agri-Production program, up to 15 credits may be articulated. Contact the Lake Area Tech Agriculture Department Supervisor, Myron Johnson, for more details.

## ***Test-Outs Exist for These Courses:***

### **ACCT 210 Principles of Accounting I**

Students who have had two or more semesters of Accounting on the high school level and who received a “B” or better may elect to try the Accounting I test-out. The test consists of an accounting simulation which covers the concepts from chapters one through fifteen in the text.

Students who wish to take the test can be enrolled in any section of Accounting I. They need to schedule the test with Sally Solum of the Financial Services department. There is a fee of \$30 to take the test. A minimum score of 80% is needed to pass. Should the test-out be successful, the student will not have to pay for ACCT 210 and the student transcript will reflect the credit earned and the fact that it was earned by Prior Learning (PL).

### **CIS 105, 125, and 126 Computer Test-out Policy**

This test must be done during the first week of the semester. A fee of \$30 is required for the test. Contact your instructor for more details.

### **CSC 100 Computer Test-out Policy**

Several LATI programs require a 1 credit computer course. An opportunity to test out of this class is available. The instructor will explain this option the first day of class. A fee of \$10 is required for the test.

### **MA 115 Medical Terminology**

Students who have taken medical terminology in high school may test out of this

class. Check with the Director of Enrollment's Office for details. A fee of \$15 is required for this test. Fee is waived if part of a tech prep articulation agreement.

## **MATH**

Students may request to test out of any general math course. The test must be done during the first week of the semester. A fee of \$30 is required for the test.

### ***Compass Policy and Procedures***

Lake Area Tech complies with the Board of Regents' request that all students demonstrate a readiness for ENGL 101 and MATH 102. Students registering for these courses will be contacted if they need to take the Compass test.

### ***Process for Transferring Diploma Credits to A.A.S. Degree***

Lake Area Tech graduates who have previously received a diploma and desire to receive an A.A.S. degree will be subject to the following conditions:

1. All technical credits must have been earned within the past seven (7) years by time of completion. Credits older than seven (7) years will be verified at the department level. The verification process may include documentation by current employer or previous employers.
2. Any general education credits transferred in must meet the transfer requirements of LATI.
3. Technical education courses must meet the requirements of the current program.
4. Transferring credits for enrolled students is subject to current policy.
5. Non-enrolled students will be charged \$10.00/course for transferring credits. Maximum transfer fee is \$100.

### ***Articulation Agreements***

Many programs at Lake Area Tech have credit transfer agreements with the South Dakota public universities. If you are interested in pursuing your bachelors degree, contact the Director of Enrollment or go to [www.flexfactor.info](http://www.flexfactor.info) for more information.

### ***Requirements for Graduation***

In order to graduate, a student must successfully complete all of the required courses in a program and earn the required number of credits needed to graduate. A passing grade is required in all credits used to meet the graduation requirements and a cumulative GPA of 2.0 or higher. Note: Individual program graduation requirements may be more stringent.

Formal graduation ceremonies are held at the end of the spring semester.

## ***Transcript Request/Fee***

While enrolled at Lake Area Tech, a student may request transcripts (at no charge) in person. After the student graduates, transcript requests must be made in writing. There is no charge for the first transcript which is mailed to a graduate with his/her diploma. A \$5.00 charge is assessed for each additional transcript. A faxed transcript must be followed by an official transcript.

## ***Student Confidentiality Policy***

Legislation enacted in November 1974 sets forth requirements designed to protect the privacy of students' educational records. The statute governs access to records maintained by educational institutions and the release of educational information. In brief, the statute provides students access to their permanent file and an opportunity for a hearing to challenge the records if inaccurate or inappropriate. Permission must be obtained from the student before releasing personally identifiable data from the records. A student has the right to file a complaint with the DOE concerning alleged violations of confidentiality.

**The following information may be released to the public regarding any Lake Area Tech student as necessity or desirability arises: name, major field of study, enrollment status (full-time or part-time), dates of attendance, photographs, graduation status, awards, and school or institution most recently attended.**

Any student not wanting this information released to the public must make objection in writing to Lake Area Tech Admissions Office within ten (10) calendar days of the beginning of the school year in August or the term in which the student first enrolls. Students must renew this obligation at the beginning of each school year. Questions regarding FERPA should be directed to the Director of Enrollment.

## ***Scholarships***

Numerous scholarships are available for students presently enrolled. Scholarship information can be obtained from department instructors, financial aid office, and Foundation office.

## *Institute Conduct Policies*

As evidence by our Value Statements . . .

### *Value Statements*

- We believe in integrity, honesty, and a caring attitude.
- We believe all people are valuable and should be treated with respect.
- We believe in promoting a positive image for technical education.
- We believe all employees contribute to the success of the institution.
- We believe that excellence and quality performance promotes success.

Lake Area Tech believes that basic regulations are necessary to serve the needs of the school community. Any infringements of these policies will be regarded as cause for a student to be considered for disciplinary action including probation or expulsion from the institute in accordance with proper disciplinary proceedings.

- 1a. A student is expected to conduct himself/herself at all times according to acceptable standards of good taste and citizenship.
- b. Non-Voluntary Termination – A student may be terminated at a time other than the end of the semester for behavioral misconduct or failure to make required tuition payment. This process includes the right to have a hearing and appeal.
2. Students convicted of a felony, chemical use, etc. have jeopardized their opportunities for employment. Such convictions may also prevent their being bonded, certified or licensed.
3. A student who has failed to discharge a financial obligation to Lake Area Tech may be suspended pending settlement of that obligation. If a student leaves Lake Area Tech without fulfilling his/her obligation, that student is denied transcripts and/or is denied future registration at Lake Area Tech.
4. A student furnishing false or misleading information on admission, registration, student ID, or any other forms or who alters school records is subject to disciplinary action by authorized representatives of Lake Area Tech.
5. No pets allowed in or on any LATI property with the exception of animals used as aids (e.g. seeing-eye dogs).
6. A student who willfully damages or removes school property or who obstructs the normal operation of the institute shall not only pay the costs, but will be subject to expulsion, to arrest, or to any other civil or criminal action required.
7. Possession of keys to an institute building by unauthorized persons is strictly forbidden. Duplication of keys issued to a student is prohibited.

8. **Use or possession of alcoholic beverages or non-prescribed drugs by students is not permitted on campus at any time or on school sponsored activities, such as field trips, professional organization contests, intramural sports, dances, etc. Students who violate this policy will be subject to disciplinary action.**
9. Dishonesty and/or plagiarism in class, laboratory, shop work, or on tests is regarded as a serious offense, and the student is subject to disciplinary action including dismissal by the instructor and authorized representatives of the institute.
10. A student caught stealing any campus property or student property will face disciplinary actions by the school and possible criminal charges.
11. **No weapons of any type are allowed on campus. (Example: This would include a hunting rifle in a vehicle parked on school grounds.) Refer to Watertown School District Policy JDDAA SDL 13-32-4.2,13-32-7; 22-1-2.**
12. **No harassment or hazing in any form, including email, is allowed (includes clothing with offensive graphics and/or words).**
13. **Students who threaten other students or staff, physically or verbally, will be subject to immediate expulsion by the LATI President or Vice President. This action includes the right to a hearing and appeal.**
14. Student lockers may be searched in the event that Lake Area Tech authorities have probable cause to warrant such an action.
15. Safe driving habits are expected of all staff and students on campus and at designated worksites. Failure to do so may warrant disciplinary action.
16. Situations other than those mentioned above may warrant disciplinary action.

## ***Grievance Procedures***

Should a student have a grievance that involves instruction in his/her program or his/her experience at LATI, the student should discuss the issue with the program department head. (If the issue involves the department head, the student may go to the Dean of Instruction.) If the situation is not resolved or explained to the student's satisfaction, the student should then consult with the Vice President. If the student is not satisfied with the resolution of the matter at that level, he/she may discuss the matter with the LATI President.

Should a student be suspended or expelled for violation of Institutional Policies or Standards, he/she may request a hearing with the Satisfactory Progress Committee. This Committee, composed of four faculty members and one administrator, will review the action taken and rule on its appropriateness.

A grievance procedure exists for compliance with Title IX of 1972 Education Amendments and is on file in the district Business Manager's office. It is for use by parents, guardians, students, and district employees as an orderly means of resolving disputes within the district about alleged discriminatory acts. The procedure may be used by any person who has a complaint against an individual within the district or against the school district for alleged discriminatory acts in violation of state or federal statutes or district policy prohibiting discrimination.

### ***Appealing A Course Grade***

Students who question the appropriateness of the grade received for a course should first contact the instructor of that course. If, after contacting the instructor, a student does not feel he/she has been treated fairly, he/she should contact the Vice President. A meeting will be arranged with the student, the instructor, and the Vice President. The Vice President will make a recommendation to the Academic Committee and the decision of the Academic Committee will be final. Students have until the mid-point of the following semester to appeal a course grade.

### ***Course Sequence***

In many LATI programs, courses are offered on an academic rotation and may only be offered once a year. Should a student fail a course required to continue in the program, the student will discontinue the program and re-enter the following academic year, if a spot in the program is available. Specific programs may have additional stipulations before re-entry is allowed. **Refer to specific program policies for more information.**

Should a student fail an internship/OJT/SOE/fieldwork placement, the student may be withdrawn from the program. The option of repeating the experience may be allowed under some circumstances, depending upon the reason for the failing grade and individual program/accreditation standards.

### ***Sexual Harassment***

Sexual harassment is a form of sex discrimination which is prohibited by federal law. It is the policy of Lake Area Tech that sexual harassment is unacceptable and shall not be tolerated. No member of the Lake Area Tech community may sexually harass another. Any employee or student will be subject to disciplinary action for violation of this policy.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment exists when:

- a. submission to such conduct is made either explicitly or implicitly a condition of a student's education;

- b. submission to or rejection of such conduct by a student is used as the basis for academic decisions affecting the student;
- c. such conduct has the purpose or effect of unreasonably interfering with a student's academic performance or creating an intimidating, hostile, or offensive education environment.

Copies of the complete Lake Area Tech Sexual Harassment Policy are available for review in the counselor's office. Any student who feels he/she is being subjected to sexual harassment should report the incident immediately to an instructor, department head, Counselor, Vice President, Lake Area Tech President, or the Watertown School Superintendent, depending on the involvement of listed individuals.

### ***Tuberculosis (TB) Testing***

Because of the increase in documented cases of tuberculosis in the United States, health professionals are suggesting that people be tested for TB on a yearly basis. LATI has instituted the following policy in response to this information:

1. All students enrolled in a health occupation program (Medical Assisting, Dental Assisting, Human Services Technician, Occupational Therapy Assistant, Physical Therapist Assistant, Medical Laboratory Technician, and Nursing) at LATI MUST be tested for tuberculosis (TB).
2. This test will be administered by nursing students for a nominal fee shortly after school begins each fall.
3. If the student prefers to have the test done by his/her physician or a public health nurse, documentation of the results of the test must be submitted to LATI.
4. If the student tests positive, he/she will follow a physician's recommendations for continued care. Due to state law, all positive results are forwarded to the Department of Health in Pierre.
5. If the student tests positive prior to clinical placement, the student will provide documentation to LATI that an approved treatment plan was followed.
6. If the student tests positive prior to clinical placement, the student will follow the program's policy regarding clinical placement.
7. Each department is responsible for checking their student's admission file for inoculation information. Documentation of student TB status will be maintained in student admission files or department files depending on the program.
8. All other full-time and part-time students and employees of LATI are invited and encouraged to participate in the tuberculosis testing program.

## ***Drug-Free Workplace***

Lake Area Tech complies with the Drug-Free Workplace Act of 1988. This institution adheres to the guidelines set forth by the United States Office of Management and Budget on January 31, 1989. Lake Area Tech is a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace by individuals associated with this institution is expressly prohibited. Individuals found in violation will be reported to the appropriate authorities.

Individuals with drug-related concerns are encouraged to contact a LATI counselor to discuss drug counseling and rehabilitation services. Questions regarding the drug-free workplace requirements should be discussed with the Vice President.

### **LATI Policies On Illegal Drugs and Alcohol**

In conformance with existing law, LATI faculty, staff, and students are not permitted to manufacture, distribute, possess, use, dispense or be under the influence of illegal drugs and/or alcohol as prohibited by state and federal law at school-sponsored or approved events or on school grounds. Consistent with its mission, LATI will cooperate with law enforcement agencies responsible for enforcing laws related to the use of illegal drugs and alcohol. Reasonable suspicion of possession or use of illegal drugs and substances on campus may subject the student involved to investigation. Faculty and staff found in violation are subject to disciplinary action.

### **Health Risks Associated With Substance Abuse**

LATI encourages faculty, staff and students to be aware of the health risks associated with substance abuse. In general, the health risks related to the abuse of alcohol and other drugs are both direct and indirect. The direct effects of substances on the body influence every organ, particularly the brain, liver, and cardiovascular system. Death and injury from drug-related accidents, suicide and homicide are some of the indirect health effects. Physical effects may be immediate and acute, as in drug overdose, or long-term and chronic, as in alcohol-related liver disease or neurological impairment. For health risks associated with controlled substances, see chart on next page.

### **Latex Policy**

The Lake Area Tech campus is designated **LATEX SAFE**. This is defined as being as free as possible and reasonable of all latex products.

**THERE WILL BE NO LATEX GLOVES OR BALLOONS ALLOWED IN LATI CAMPUS BUILDINGS.** The powder from the balloons and gloves carries the latex in the air which can cause reactions with a person's skin or when ingested on food handled by latex gloves.

## **Student Penalty**

Any student who violates the policy may be suspended from class for a period up to ten days, or expelled. Any student in violation of the policy will be referred to legal authorities for prosecution. Students considered for reinstatement may be required to complete a rehabilitation program specified by legal authorities or personnel of Lake Area Tech.

## **Federal Trafficking Penalties**

Penalties for distribution of methamphetamine, heroin, cocaine, cocaine base, PCP, LSD, fentanyl and fentanyl analogue carry various penalties based on the amount of drugs in possession. Conviction on first offense of limited quantities carries penalties of not less than five years or more than 40 years and fines of not more than two million dollars; in the case of an associated death the penalty will be not less than 20 years or more than life imprisonment. First offense conviction for large amounts of illicit drugs will be not less than two years or more than life imprisonment and fines of not more than four million dollars; in the case of an associated death the penalty will be not less than 20 years or more than life imprisonment. Second offense convictions carry longer imprisonment terms.

Penalties for the federal trafficking of marijuana or hashish and derivatives include penalties ranging from five to 30 years and fines of two million to ten million dollars depending on first or second conviction and the amount of marijuana or hashish in possession.

## **LATI Policy On Substance Abuse**

LATI recognizes that substance abuse is a complex problem that is not easily resolved solely by personal effort and may require professional assistance and/or treatment. Students, faculty and staff members with substance abuse problems are encouraged to take advantage of available diagnostic, referral, counseling, and prevention services. LATI will not excuse misconduct by employees and students whose judgment is impaired due to substance abuse.

## **In-House Policy Review**

Personnel at Lake Area Tech will conduct an evaluation of the policy and procedures governing the drug and alcohol policy on a biennial basis and implement changes if they are needed to ensure that the disciplinary sanctions described in the policy are consistently enforced.

# Controlled Substances – Uses & Effects

DRUGS CSA SCHEDULES	TRADE OR OTHER NAMES	POSSIBLE EFFECTS	EFFECTS OF OVERDOSE	WITHDRAWAL SYNDROME
<b>NARCOTICS</b>				
Heroin	Diacetylmorphine, Horse, Smack	Euphoria, Drowsiness,	Slow and shal- low breathing,	Watery eyes,
Morphine	Duramorph, MS-Contin, Roxanol, Oramorph SR	Respiratory Depression,	Clammy skin,	Runny nose,
Codeine	Tylenol w/Codeine, Empirin w/Codeine, Robitussin A-C, Floralin w/Codeine, APAP w/Codeine	Constricted pupils,	Convulsions, Coma,	Yawning, Loss of appetite,
Hydrocodone	Tussionex, Vicodin, Hycodan, Lorcet	Nausea	Possible death	Irritability, Tremors, Panic, Cramps,
Hydromorphone	Dilaudid			Nausea, Chills and sweating
Oxycodone	Percodan, Percocet, Tylox, Roxicet, Roxicodone			
Methadone & LAAM	Dolophine, Methadose, Levo-alpha-acetylmethadol, Levomethadyl Acetate			
Fentanyl & Analogs	Innovar, Sublimaze, Alfenta, Sufenta, Duragesic			
Other Narcotics	Percodan, Percocet, Tylox, Opium, Darvon, Buprenorphine, Meperidine (Pethidine), Demerol; Talwin (Talwin is not des- ignated a narcotic under the CSA)			
<b>DEPRESSANTS</b>				
Chloral Hydrate	Noctec, Somnos, Felsules	Slurred speech,	Shallow respiration,	Anxiety, Insomnia,
Barbiturates	Amytal, Florinal, Nembutal, Seconal, Tuinal, Phenobarbital, Pentobarbital	Disorientation	Clammy skin,	Tremors,
Benzodiazepines	Ativan, Dalmane, Diazepam, Librium, Xanax, Serax, Valium, Tranxene, Verstran, Versed, Halcion, Paxpam, Restoril	• Drunken behavior without odor of alcohol	Dilated pupils, Weak and rapid pulse,	Delirium, Convulsions, Possible death
Glutethimide	Doriden		Coma,	
Other Depressants	Equanil, Miltown, Noludar, Placidyl, Valmid, Methaqualone		Possible death	
<b>STIMULANTS</b>				
Cocaine <sup>1</sup>	Coke, Flake, Snow, Crack	Increased alertness,	Agitation,	Apathy,
Amphetamine/ Methamphetamine	Biphetamine, Desoxyyn, Dexedrine, Obetrol, Ice	Excitation, Euphoria,	Increased body temperature,	Long periods of sleep,
Methylphenidate	Ritalin	Increased pulse rate & blood pres.,	Hallucinations, Convulsions, Possible death	Irritability, Depression, Disorientation
Other Stimulants	Adipex, Didrex, Ionamin, Melfliat, Plegine, Captagon, Sanorex, Tenuate, Tepanil, Prelu-2, Preludin	Insomnia, Loss of appetite		
<b>CANNABIS</b>				
Marijuana	Pot, Acapulco Gold, Grass, Reefer, Sinsemilla, Thai Sticks	Euphoria, Relaxed inhibitions,	Fatigue, Paranoia, Possible psychosis	Hyperactivity, Decreased appetite,
Tetrahydrocannabinol	THC, Marinol	Increased appetite,		Occasional reports of insomnia
Hashish & Hashish Oil	Hash, Hash Oil	Disorientation		
<b>HALLUCINOGENS</b>				
LSD	Acid, Microdot	Illusions & hallucinations	Longer, more intense "trip"	Unknown
Mescaline & Peyote	Mescal, Buttons, Cactus	Altered perception of time & distance	episodes, Psychosis, Possible death	
Amphetamine Variants	2, 5-DMA, STF, MDA, MDMA, Ecstasy, DOM, DOB			
Phencyclidine & Analogs	PCE, PCPY, TCP, PCP, Hog, Loveboat, Angel Dust			
Other Hallucinogens	Bufotenine, Ibogaine, DMT, DET, Psilocybin, Psilocyn			
<b>ANABOLIC STEROIDS</b>				
Testosterone (Cypionate, Enanthate)	Depo-Testosterone, Delatestryl	Virilization, Acne, Testicular atrophy,	Unknown	Possible depression
Nandrolone (Decanoate, Phenpropionate)	Nortestosterone, Durabolin, Deca-Durabolin, Deca	Gynecomastia, Aggressive behavior, Edema		
Oxymetholone	Anadrol-5Q			

<sup>1</sup> Cocaine is designated a narcotic under the CSA.

Source: Drugs of Abuse, Drug Enforcement Administration, U.S. Department of Justice.

## ***Policies for Posting Information on Campus***

1. The Bookstore staff will need to initial and date all information being posted by any individual or off-campus group. Off-campus information may only be posted on the six bulletin boards on campus.
2. Information generated by student organizations or groups on campus will not need approval by the Bookstore staff and may be posted on each of the six bulletin boards as well as above each water fountain.
3. Information generated on and off campus may only be posted for a maximum of two weeks.
4. Material advertising alcohol, tobacco or casinos will not be allowed on campus.

(Bulletin board sites include TEC, MEC, Bookstore, Student Lounge, Library and Aviation.)

## ***Military Call To Active Duty***

Students will be allowed to withdraw without penalty from Lake Area Technical Institute and receive a 100% tuition refund upon presenting an original copy of their orders to the Director of Enrollment. If the instructor, the student, and the Vice President agree, a grade of "I" (incomplete) can be given with no tuition reimbursement. The students will then be allowed to later complete the course work according to the agreement arranged with the instructor and the dean.

## ***Tobacco Use On Campus***

LATI recognizes that tobacco use represents a health and safety hazard which can have serious consequences for the students and staff. In order to protect the students, staff, employees, visitors and guests of LATI from an environment that may be harmful to them, and because of possible harm to personal well-being, LATI hereby prohibits tobacco use by students, employees, visitors, or guests in all LATI buildings and in all school vehicles at all times.

For the purpose of this policy, "tobacco use" will mean all uses of tobacco, including cigars, chewing tobacco, cigarettes, and pipes.

If tobacco products are used on LATI grounds, the individual using the products is responsible for their proper disposal. Students and employees who violate the provision of this policy shall be subject to disciplinary action which may result in suspension or discharge.

## ***Student Right to Know and Campus Security Act***

### **Crime Awareness and Campus Security Act of 1990**

Compliance Policies and Procedures - Lake Area Technical Institute

- (1) Policies and procedures for reporting criminal actions or other emergencies occurring on campus or satellite facilities and the institution's response to such reports.**

#### **Policy**

As an employee or student of Lake Area Tech, it is your responsibility to report on-campus crimes, (murder, rape, robbery, aggravated assault, burglary, motor vehicle and other thefts or crimes) to local law enforcement and to the Lake Area Tech Administration Office.

#### **Procedures**

1. Employee: To report a crime in progress, or other emergencies, go to the nearest telephone and dial 9-911 or 9-882-6210 (Watertown Police Department).
  2. Student: To report a crime in progress, or other emergencies, contact a Lake Area Tech employee or, if an employee is not readily available, go to the nearest telephone and dial 9-911 or 9-882-6210 (Watertown Police Department).
  3. If a crime is discovered after it has occurred, report the crime to the Lake Area Tech Administration Office.
  4. All crimes should be reported to the Lake Area Tech Administration in the front office as soon as possible.
  5. Reports on all criminal activity will be kept in the Lake Area Tech Administration Office concerning time, place, and nature of the crime.
  6. Summary data pertaining to crime activity will be compiled and made available to prospective students and employees.
- (2) Statement of current policies and procedures concerning security and access to campus facilities including campus residences and security considerations used in the maintenance of campus facilities.**

#### **Policy**

It is the policy of the Lake Area Technical Institute that all buildings shall be locked and unlocked by Lake Area Tech employees. Lake Area Tech employees must be present when the buildings are unlocked or open. Employees are responsible for the safety of others.

## Procedures

Unless other arrangements have been made, the main building and Technical Education Center, located at 230 11th Street NE, opens at approximately 6:00 a.m. during weekdays and closes Monday through Thursday at approximately 10:00 p.m. On Friday, the buildings are locked at approximately 6:00 p.m. The Manufacturing Education Center opens at 6:00 a.m. and closes at 6:00 p.m.

The Building Trades, Automotive Technology, Diesel Technology and Aviation Technology buildings open at approximately 7:30 a.m. during weekdays and close Monday through Friday at approximately 5:00 p.m. unless other arrangements have been made.

The Children's Educare Center located at 1226 Arrow Avenue NE opens at 7:00 a.m. and closes at 5:45 p.m. weekdays.

All buildings remain locked after hours and throughout the weekend unless arrangements have been made. When utilization occurs in the evenings or on weekends, Lake Area Tech personnel will be present.

## Location of Facilities

Lake Area Technical Institute has seven buildings located at two sites. Each building has adjoining parking lots or street parking.

1. Seven buildings are located at 230 11th Street NE
2. Aviation Maintenance Technology facility is located at the Municipal Airport

**(3) A statement of current policies concerning campus law enforcement, including (I) the enforcement authority of security personnel, including their working relationships with state and local police agencies; (II) policies which encourage accurate and prompt reporting of all crimes to the campus police and the appropriate police agencies.**

## Policy

Lake Area Tech does not have personnel designated for campus law enforcement. The local law enforcement agencies work with Lake Area Tech personnel in an informational and advisory capacity.

Employees and students have access to telephones and are instructed to call local law enforcement in case of criminal actions or other emergencies. All Lake Area Tech employees and students are encouraged to report incidents to the Administration office as soon as possible. Form A is used for reporting purposes.

**(4) A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and to encourage students and employees to be responsible for their own security and the security of others.**

A general orientation is held at the beginning of each term for new students informing them of campus security procedures and practices. An in-service workshop is held annually for staff informing them of campus security and emergency procedures.

Employees and students receive a copy of the Student Handbook. Police and emergency phone numbers are listed in the directory portion of the handbook. Drug and alcohol abuse education in-services are conducted each term in all classes by the Lake Area Tech counseling staff.

- (5) **A statement of policy concerning the monitoring and recording through local police agencies of criminal activity at off-campus student organizations whose participants are students of the institution. The off-campus student organizations are those recognized by the institution, including student organizations with off-campus housing facilities.**

Lake Area Tech has no off-campus student organizations.

**Statistics of Criminal Offenses:**

<b>2003-2004</b>		<b>2004-2005</b>	
Murder	0	Murder	0
Rape	0	Rape	0
Robbery	0	Robbery	0
Aggravated Assault	0	Aggravated Assault	0
Burglary	2	Burglary	0
Motor Vehicle Theft	0	Motor Vehicle Theft	0

<b>2005-2006</b>		<b>2006-2007</b>	
Murder	0	Murder	0
Rape	0	Rape	0
Robbery	0	Robbery	0
Aggravated Assault	0	Aggravated Assault	0
Burglary	1	Burglary	1
Motor Vehicle Theft	0	Motor Vehicle Theft	0

**Crime Awareness and Campus Security Act of 1990**  
**Lake Area Technical Institute**  
**Sample Form**

Form A

Date \_\_\_\_\_  
mm/dd/yy

Location of Crime \_\_\_\_\_

Description of Crime

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Crime Occurred \_\_\_\_\_  
mm/dd/yy

Time Crime Occurred \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.

Date Crime Reported \_\_\_\_\_  
mm/dd/yy

Crime Reported to: (Please Check)

\_\_\_\_\_ A. Watertown Police Department

\_\_\_\_\_ B. Lake Area Tech Administration

\_\_\_\_\_ C. Other \_\_\_\_\_  
(Please write in)

Reporting Person's Signature

\_\_\_\_\_  
mm/dd/yy

Personnel Completing Form

\_\_\_\_\_  
mm/dd/yy

## Community Resources

The following resources are listed for your convenience in locating services in the Watertown community. Feel free to call these agencies for assistance or check with the counselor's office for more information.

### Abused Child and/or Adult

- Social Services . . . . . 882-5000
- Child Protection . . . . . 882-5050
- Child Protection Hotline . . . . . 882-7810
- Women's Resource Center . . . . . 886-4300

### Accident

- Emergency . . . . . 911
- Prairie Lakes Hospital . . . . . 882-7800
- 401 9th Avenue NW

### Alcohol and Drug Treatment

- Lake Region
- Mental Health Center . . . . . 886-0123
- 123 19th Street NE
- After Hours Call . . . . . 886-5841
- Alcoholics Anonymous . . . . . 886-9070
- Keystone Outreach . . . . . 886-2998

### Children's Services

- Lake Area Tech Children's
- Educare Center . . . . . 882-5284, ext. 440
- 1226 Arrow Avenue
- Boys and Girls Club . . . . . 886-6666
- Head Start . . . . . 882-4398

### Counseling

- Lake Area Tech Counselors . . . . . 882-5284
- Ext. 216 or 228
- Lake Region Mental
- Health Center . . . . . 886-0123
- Women's Resource Center . . . . . 886-4300
- Lutheran Social Services . . . . . 882-2740
- Boys and Girls Club . . . . . 886-6666
- County Health Nurse . . . . . 882-5177

### Driver's License Station

- 1900 West Kemp . . . . . 1-800-952-3696

### Family Planning Services

- Watertown Family Planning Clinic . . 882-1852

### Food

- Salvation Army . . . . . 886-4030
- (Banquet Night - Each Monday a full meal is served at 5:30 p.m. at Grace Lutheran Church for anyone who is low income.)*
- Social Services (Food Stamps) . . . . 882-5000
- WIC (Women, Infants, and Children) . . . . . 882-5181

### Fuel Assistance

- Social Services . . . . . 882-5000
- Interlakes Community Action . . . . 886-7674

### GED (General Equivalency Diploma)

- Career Learning Center . . . . . 882-5080

### Adult Basic Ed

- English as a Second Language
- Career Learning Center . . . . . 882-5080

### Health

- Codington County Public
- Health Nurse . . . . . 882-5177
- Lake Area Tech school nurse . . . . Room 321
- HIV Confidential Testing . . . . . 882-5097
- or . . . . . (605) 626-2373
- (You may call collect)*

### Housing

- Low Income Housing
- Info. . . . . LATI Housing Coord.
- South Dakota Housing
- Authority . . . . . 1-800-292-RENT
- Watertown Housing Authority . . . . 886-7731

### Legal Assistance

- East River
- Legal Services . . . . . 1-800-952-3015

### Libraries

- Leonard H. Timmerman
- Library . . . . . Lake Area Tech
- Watertown Regional Library . . . . . 882-6220
- 160 6th St. NE

### Medical Assistance (financial)

- Social Services . . . . . 882-5000

### Police Station . . . . . 882-6210

### Rape

- Rape Crisis Team . . . . . 886-4300

### Recreation

- Watertown Community Recreation Center
- 200 9th Street NE . . . . . 882-6250
- Watertown Park & Recreation Department
- 125 S. Broadway . . . . . 882-6260

### Transportation

- Watertown Area Transit . . . . . 882-5287
- Lake City Cab Company . . . . . 886-0080

### Unemployment Insurance

- South Dakota Career Center . . . . . 882-5131

### Veterans

- Veterans Service Office . . . . . 886-8511

### Visually Impaired Service

- South Dakota Services to Visually Impaired
- Aberdeen, SD . . . . . 1-605-622-2395

## ***Study Skills for the Technical Institute***

Developing successful study skills is a way to develop good employment skills. Well-organized, efficient people are always in demand in the workforce, so skills that compliment a great work ethic will lead to success in the classroom as well. Below are some tips for improving understanding by reading more effectively, taking better notes and improving time management skills. Students are encouraged to discuss these and other study hints with the Educational Services staff and individual instructors.

### **The SQ3R Reading and Study System**

*Many instructors prefer the SQ3R reading and study system. Research indicates that it is an extremely effective method for both comprehension and memory retention because it is a system of active reader involvement. Practice with this process will eliminate ineffective rereading of textbook assignments.*

#### **Survey**

Page through the chapter, skimming the introduction, glossary and summary or outline. Take note of titles, subtitles, bold-faced words, charts, illustrations and graphs. This preview will give you a general idea of the main points of the chapter.

#### **Question**

Look for questions at the end of the chapter, study questions supplied by the instructor or form your own questions while conducting the survey. Read to find the answers. Make reading an active process to help you remember more later.

#### **Read**

As you read the chapter, don't read word-by-word, sentence-by-sentence. Search for the main idea of the chapter, skimming through unnecessary details. Use a pen or highlighter for underlining and make notes in the margins to emphasize major points. Develop a consistent method for marking your textbook so the notes will have more meaning when you start the review.

#### **Recite**

After reading a section, take a moment to recall major points using margin notes and highlights as prompts. Look back at the section to check for accuracy. If this step is done out loud you learn the material more quickly than reading the notes over and over. A little time spent now will be worth the end result.

#### **Review**

Scan the entire reading assignment. Answer the review questions paying close attention to the margin notes, underlining or highlights. Plan to review the textbook and any class notes daily. Frequent repetition is the key to increasing your memory. Research indicates a 70% increase in retention after two months of using the system and, eventually, a reduction in time spent reviewing for exams.

### **Notetaking Tips**

*Taking good notes is essential to your success. Your memory isn't reliable on its own. After only 24 hours, up to 80% of what you absorbed in lecture is forgotten.*

*Regular review, however, can reverse these numbers so that you can retain at least 80% of the course material.*

**Read/skim the lecture material before class.** You will know the main points of the subject, be familiar with the vocabulary, and receive your first review of the material.

**Go early, stay late.** Make sure you have all materials ready when the instructor begins lecturing. The first minutes may be a review of the previous lecture. The last five minutes may be a summary of the most important points of the day.

**Sit close to the instructor.** Sitting up front makes it easier to avoid distraction and easier to hear.

**Listen for main points and definitions of new terms.** Learn the verbal and visual clues your instructor uses to emphasize important ideas.

**Use abbreviations.** Be consistent and create your own set of abbreviations or symbols to save space and time.

**Use lots of paper.** Leave lots of white space to add more information during a review session. Don't cram notes together; it will make them difficult to read.

**Leave spaces if you can't keep up.** Write down what you can, leave spaces and listen carefully. Borrow a friend's notes or ask the instructor after class.

**Review.** Reading notes out loud is an effective way to reinforce the lecture.

**Compare notes.** Exchange notes with a classmate or two for review and to give you another perspective on the topic.

## **Time Scheduling Suggestions**

*The most successful system for most students is to combine long-range and short-range planning. A student can make a general schedule for an entire semester and then prepare a more specific plan for two or three days at a time.*

**Plan enough time for study.** Two hours of study time for each hour spent in the classroom is an appropriate and realistic guideline.

**Study at the same time every day.** Having regular hours at least five days a week will make it easier to maintain an active approach to study.

**Make use of free hours during the school day.** Utilize these hours to review and edit notes of the preceding class and study material for the following class.

**Space study periods.** Fifty to ninety minutes of study for each course should be followed by ten to fifteen minute relaxation periods.

**Plan for daily reviews.** Short periods of time planned for each class each day will provide adequate review.

**Leave some unscheduled time for flexibility.** Lack of flexibility is the major reason schedules fail!

**Allot time for planned recreation, campus or church activities.** Begin planning a schedule by listing activities that come at fixed hours and cannot be changed. Classes, labs, sleep and work are such examples. Next, schedule flexible time commitments that can be interchanged with other hours if changes are needed.





# Campus Map

1. Administration/Admissions
2. Financial Aid
3. Student Center
4. Library/Ed Services Center
5. Cosmetology
6. Building Trades
7. Automotive Technology
8. Diesel Technology
9. Media Center
10. Technical Education Center
11. Children's Educare Center
12. Aviation Technology
13. Bookstore
14. Manufacturing Education Center

## Student Parking Areas

