

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, KXLG) or to KELO TV to be informed of campus closings. Note: LATC 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.

Wireless Emergency Notification Systems (WENS)

LATC offers students and staff the opportunity to receive notifications of school closings and other emergency notifications via text messages to their cell phones and e-mails. Students are responsible for signing up for this free service through the LATC website. Students are also responsible for ensuring their contact information is correct.

Public Address System

LATC also has a public address system for immediate notification of faculty, staff, students, and visitors in most buildings. The PA system is used only for emergencies, including severe weather, when instruction of appropriate actions will be given.

Class Etiquette

All LATC 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.

IT Policies

LATC 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.

LATC 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 LATC computer equipment and software will result in loss of computing privileges and possible expulsion. Peer to peer file sharing of intellectual property is not allowed.

LATC's policies against sexual or other harassment apply fully to all technology systems, and any violation of those policies is grounds for discipline up to and including discharge. Therefore, no 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 when a student drops from enrollment. Accounts, including email, of graduates are inactivated the first week of September. Graduates need to keep this in mind when submitting resumés and job applications.

Student Use of Lake Area Tech Printers and Copiers

Lake Area Tech students are welcome to use the Lake Area Tech printers and copiers on campus. Each student is given a \$10.00 per semester stipend. Black and white copies are \$.05 per page and color copies are \$.15 per page. Students may choose to purchase additional printing credit at the Stax Bookstore.

My Portal

My Portal is a communication tool used for incoming, current and former students. Student schedules, text books, tuition statements, financial aid, and other items of importance can be viewed through My Portal. Accessing course materials, assignments and taking quizzes and tests for courses is done through My Portal.

Students also have the ability to pay tuition, add to Campus Cash account, and purchase parking permits through My Portal.

Former students/graduates, in good standing, are also able to access information such as the unofficial transcript and 1098T tax form through My Portal using the default login and password of initials+student id # and INITIALS + last four of Social Security # respectively.

Service Desk

Students that are experiencing issues with email, My Portal or other computer issues can email the Service Desk for help at service.desk@lakeareatech.edu. It is helpful to include a screen shot of an error message, if present, in the email. Service Desk may also be contacted for campus maintenance issues, for example: spills, slippery sidewalk, uncomfortable room temperature or burnt out lightbulbs. Include 'Maintenance' in the subject line.

Grading Systems

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

Grades that do not calculate into the GPA: AP (Advanced Placement due to performance test), AU (Auditing), IP (In Progress), NR (Grade not received from instructor), P (Pass with C or better), PL (Credit given for Prior Learning), R (Repeated Course), TO (Test Out), TR (Transfer Credit), W (Withdrawal), WP (Withdrawal Pass).

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.