Student Handbook
2023-2024

Revised 8/15/2023

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Student Responsibility for Student Handbook Information

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

Accreditation

Lake Area Technical College is accredited by Higher Learning Commission, 230 S LaSalle St, Suite 7-500, Chicago IL 60604, (800)621-7440, www.hlcommission.org.

Statement of Non-Discrimination

Lake Area Technical College does not discriminate on the basis of race, color, national origin, religion, sex, disability, or age in its programs, activities, and employment. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Vice President, PO Box 730, Watertown SD 57201
(605) 882-5284 x 225

Those in need of accommodations should notify their instructor and make appropriate arrangements with the Office of Disability Services at (605) 882-5284 x 399.

For further information on notice of non-discrimination, visit http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm for the address and phone number of the office that serves your area, or call 1-800-421-3481.

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 College: superior, comprehensive technical education that changes lives and launches careers.

Vision Statement

Lake Area Technical College 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 LATC community, students have both rights and responsibilities which are explained below:

Students have the right to competent instruction under conditions conducive to learning. LATC 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 LATC 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 LATC community. Such principles should safeguard and enhance conditions conducive to learning.

✖ LATC 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 College, to participate in the learning process in a serious and conscientious manner, and to respect the rights of other members of the LATC 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 ensure 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 College disciplinary action.

✖ Students have the right to be free from unlawful sexual or racial harassment on LATC property or off school property during a College-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 College 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.

2023-2024 Academic Calendar

AUGUST
    21   New Student Kick Off Day
    21   Fall Semester Begins — Full Day of Classes for All Students

SEPTEMBER
    1   Last Day to Drop a Class for a Full Refund
    1   Last Day to Add a Class
    4   Labor Day Holiday
    20   Tuition Payment Due

OCTOBER
    9   Native American Day – No Classes
    13   Midterm
    13   Last Day for Withdraw Pass (WP) & to Make Up Incompletes

NOVEMBER
    11   Veterans Day Holiday – No Classes
  22-24   Thanksgiving Break

DECEMBER
    15   Fall Semester Ends
  21-30   Winter Break

JANUARY
   1-2   Winter Break
    5   New Student Orientation
    8   Spring Semester Begins – Full Day of Classes for All Students
    15   Martin Luther King Jr Day – No Classes
    22   Last Day to Drop a Class for Full Refund
    22   Last Day to Add a Class

FEBRUARY
    7   Tuition Payment Due
    19   Presidents' Day Holiday

MARCH
    5   Midterm
    5   Last Day of Withdraw Pass (WP) & Make Up Incompletes
  11-15   Spring Break
    29   Good Friday - No Classes

APRIL
    1   Easter Break

MAY
    10   Spring Semester Ends
    10   Graduation
    15   Summer Session Begins
    21   Last Day to Drop a Class for a Full Refund
    21   Last Day to Add a Class
    27   Memorial Day – No Classes

JUNE
    4   Tuition Payment Due
    12   Midterm
    12   Last day for Withdraw Pass (WP) & to Make Up Incompletes

Lake Area Technical College

Bookstore Policies 2021-2022

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). 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 Vocational Rehabilitation, Veterans Rehabilitation, 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!
- ✖ Textbooks can be returned for a full refund within 2 weeks of the date printed on 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 or cash. Purchases made using a credit card will be credited back to the credit card used to make the purchase.
- ✖ Cosmetology kits are non-refundable.
- ✖ Tools are not returnable.
- ✖ Tools must remain on campus until paid in full.

Book Buyback

- ✖ Book buy back will be twice a year, in December and May. 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.

Student Services

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

Student Services Office

The Student Services/Admissions Office offers the following services:

Financial Aid

The Financial Aid office provides assistance in understanding the financial aid application process and programs available. They will explain the benefits of and application procedures for financial aid and assist students in completing the financial aid process. Their office also provides students with information on financial literacy and default management.

Veterans Services

The School Certifying Official for students with VA Educational Benefits is located in the Financial Aid Office. Students eligible for funding under Chapters 30, 31, 33, 35, or 1606, will need to complete the proper forms in order for monthly educational benefits to be certified each semester. National Guard members may also want to apply for Federal Tuition Assistance (FTA) or State Tuition Assistance (STA). For more information about any of these benefits, please visit with the VA School Certifying Official/ Financial Aid Representative.

Campus Accounts

The Campus Accounts Office collects tuition and fees. Personal checks, cash and credits cards are accepted. A payment plan is available through the Campus Accounts Office on a case-by-case basis that allows students to pay tuition and fees over the course of the semester.

Registrar

The Registrar is available to assist students with class schedule changes and incoming transcript evaluations for transfer credits.

Online Success Coach

The Online Student Success Coach is a resource for all online students. The coach is a mentor, motivator, and a point of contact for students who have questions, or concerns while completing their online courses. Online students seeking tutoring, need a mentor, motivation, or to develop a plan of study are encouraged to contact the Online Coach located in the Admission's office.

Placement and Student Employment/Work Study

Placement of Lake Area Tech graduates is administered with various departmental personnel and the South Dakota Department of Labor and Regulation (SDDLR). Lake Area Tech placement information gathered through the annual placement survey is available through the SDDLR office and on the Lake Area Tech website.

The South Dakota Department of Labor and Regulation has an on-campus job Employment Representative who also 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 position. Work study positions are available on campus and at several eligible off-campus employers.

Part-time Employment

Many students find part-time employment in businesses in Watertown while attending Lake Area Tech, either by contacting employers directly or through South Dakota Department of Labor and Regulation.

The Employment Representative on campus has the full listing of jobs with the South Dakota

Department of Labor and Regulation and will be happy to make referrals to those jobs. Employers also contact the school directly for part-time employees, and these listings are available through the Employment Representative in The NET. 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.

Retention Coordinator

The Lake Area Tech Retention Coordinator is responsible for advising students who may be at risk of dropping out of their program and/or college. The Retention Coordinator will assess the students' needs, attempt to resolve issues and develop solutions. The Retention Coordinator is available weekdays and is located in the Center for Student Life.

Equity

The LATC Equity Coordinator visits area high schools, encouraging students to consider nontraditional career paths. Students at LATC in nontraditional programs can also consult with the Coordinator if issues arise in their program of study.

Diversity

Lake Area Technical College values and respects the dignity and worth of all students and the diverse opportunities that are available to everyone. Members of diverse groups possess gifts, talents, experiences, histories, and cultures that allow them to make valuable contributions to the educational mission of the institution and to all those associated with the institution.

The Diversity program supports the recruitment, transition, retention, persistence and graduation of all diverse students; seeks to increase cross cultural engagement, encourages the appreciation of cultural and human difference, and advocates for the respectful inclusion of indigenous knowledge; and is devoted to strengthening relationships with, and among, the students, staff, and faculty of LATC, and the diverse populations of South Dakota.

Housing

The Housing Coordinator, located in The NET or at Ext. 397, keeps a current list of housing options available to suit your needs and budget. This list is available on the Lake Area Tech website.

Library Facilities

The Leonard H. Timmerman Library is full of helpful resources and services. The library's collection includes various online databases, eBooks, streaming educational videos, books, reference materials, magazines, journals and newspapers. The LATC **Library website** puts many of these information resources right at students' fingertips. The website also helps students with research-based tasks such as locating sources, utilizing sources and citing sources. At the library, full-time staff is available to assist students with their research questions. Other services available through the library include interlibrary loan, computer access, printers, photocopier, collaborative workstations, and scanners.

The library, located in room 210 of the Main Building, supports both collaborative and individual study. The space includes study rooms students can use as quiet individual study spaces or as places to meet and work in groups. A Maker-Space is also available to students through the library services. Normally, the library hours are Monday-Thursday 7:30am – 8pm and Friday's from 7:30am -4pm.

NET: Student Support Services

The NET offers the following services:

Tutoring/Mentoring

The Educational Services Center is available for support sessions in math, reading, and other courses. Tutoring is free and 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.

Developmental Courses

Lake Area Technical College supports all students. Those who may need additional assistance in math, reading and/or writing, as well as English language learners, will be enrolled in applicable developmental courses.

Personal Counseling

Knowing that student life can be stressful, Lake Area Tech provides free counseling for either school-related or non-school-related issues. Referral to another counseling service is available if assessment demonstrates need. 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 the on-campus counselor. Lake Area Tech has a counselor that may be contacted via email, phone, or walk-ins.

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.

Students are entitled to reasonable accommodations under provisions of the Americans with Disabilities Act. Those in need of such accommodations should notify their instructor and make appropriate arrangements with LATC's Office of Disability Services, 882-5284, Ext. 399. Inquiries regarding compliance of Americans with Disabilities Act may contact the Disability Coordinator, Watertown School District 14-4, P.O. Box 730, Watertown, SD 57201.

Use of Service Animals

Lake Area Technical College complies with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504). Among other things, the ADA and Section 504 require Lake Area Tech to make reasonable modifications to its policies, practices, or procedures to permit the use of a Service Animal by a student, faculty, staff or visitor with a disability.

Definition of Service Animal

The ADA defines a Service Animal as "any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability." Importantly, other species of animals, whether wild or domestic, trained or untrained, are not Service Animals for the purposes of the ADA.

When assessing whether a dog is a Service Animal individually trained to do work or perform tasks for the benefit of an individual with a disability, the dog must be trained to do work or perform tasks that are directly related to the individual's disability. Examples of work or tasks include, but are not limited to, the following:

- assisting individuals who are blind or have low vision with navigation and other tasks;
- alerting individuals who are deaf or hard of hearing to the presence of people or sounds; pulling a wheelchair;
- assisting an individual during a seizure;
- alerting individuals to the presence of allergens;
- retrieving items such as medicine or the telephone;
- providing physical support and assistance with balance and stability to individuals with mobility disabilities; and
- assisting persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

The crime deterrent effects of a dog's presence and the provision of emotional support, wellbeing, comfort, or companionship do not constitute work or tasks for purposes of determining if a dog is a Service Animal under this policy.

Verification of Service Animal

Lake Area Tech will not ask about the nature or extent of an individual's disability. However, when it is not obvious what service an animal provides, the Disability Coordinator or Director of Enrollment may ask (1) is the dog a service animal required because of a disability, and (2) what work or task has the dog been trained to perform. Lake Area Tech will not require documentation, a special identification card or training documentation for the dog, or ask that the dog demonstrate its ability to perform the work or task.

Care and Supervision of Service Animal

The individual with the disability using a Service Animal is responsible for the care or supervision of a Service Animal. The Service Animal must be under the control of the individual at all times and must have a harness, leash, or other tether. If the use of a harness, leash, or other tether would interfere with the performance of the work or tasks performed by the Service Animal or is impractical because of an individual's disability, a harness, leash, or other tether may not be required. However, in that case, the individual must be able to control the Service Animal by other effective means such as voice controls or signals.

A Service Animal is generally permitted to accompany the individual with a disability to Lake Area Tech facilities where members of the public, students, staff, and faculty are allowed to go. However, Lake Area Technical College may ask the individual with a disability to remove a Service Animal from any of its facilities if: (1) the Service Animal is out of control and the individual with a disability does not take effective action to control it; or (2) the Service Animal is not housebroken. Lake Area Technical College may also ask the individual with a disability to remove a Service Animal from any of its facilities if the use or presence of the Service Animal poses a direct threat to the health or safety of others or if the animal's behavior, such as barking, is unreasonably disruptive to the other participants within the facility.

The individual with a disability must abide by current city, county, and state ordinances/laws/regulations pertaining to licensing, vaccination, and other requirements for animals (It is the individual's responsibility to know and understand these ordinances, laws and regulations). The individual with a disability is responsible to clean up after and properly dispose of the animal's feces in a safe and sanitary manner.

Lake Area Tech will not ask for or require an individual with a disability to pay a surcharge or to comply with other requirements generally not applicable to people without pets. However, an individual with a disability may be charged any damage caused by his or her Service Animal.

Requesting a Reasonable Accommodation

Students wishing to utilize a Service Animal on campus should contact Justus St. Sauver, Disability Coordinator at 605-882-5284, ext 399 or Eric Schultz, Director of Enrollment at 605-882-5284, ext 228.

<u>Nondiscrimination/Accessibility</u>

Lake Area Technical College does not discriminate on the basis of race, color, religion national origin, sex, disability, or age in its programs, activities, and employment. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Vice President, PO Box 730, Watertown SD 57201
(605) 882-5284 x 225

Those in need of accommodations should notify their instructor and make appropriate arrangements with the Office of Disability Services at (605) 882-5284 x 399.

For further information on notice of non-discrimination, visit http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Insurance

Since the school provides no insurance coverage, students attending Lake Area Tech are expected to obtain their own health, accident, and personal property insurance. Students are encouraged to inquire with local insurance agencies for policies, or go to www.healthcare.gov for more options.

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, 3A near Cosmetology and at the front entrances of the Student Center, Agriculture & Environmental Center, Manufacturing, Energy & Transportation Center and Automotive & Construction Technology buildings.

Lake Area Tech Children's Educare Center

Lake Area Tech is extremely proud of the Children's Educare Center. Conveniently located a few blocks from Campus on the East side of Garfield School, this fully-licensed facility provides quality day care and preschool for infants, toddlers, and preschoolers. Enrollment is limited.

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 6:30 a.m. to 5:45 p.m., Monday-Friday.

Lactation Rooms

Lactation rooms are available to students, employees and visitors. A lactation room is located in Room 112 of the Prairie Lakes Healthcare Center of Learning and privacy rooms in the Manufacturing, Energy & Transportation Center. Additional spaces on campus are available upon request.

Instant Cash Machine

An instant cash machine is located in the student center. The cash machine dispenses in increments of $20. Students are advised that there is a foreign fee transaction, depending on your bank. If you would like more information, contact Stax (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. The student's ID card will serve as a Campus Cash debit card if the student chooses to set up an account.

Activating Account

To activate the account, students complete the Campus Cash form on My Portal (My Campus Cash under Student tab) with a minimum deposit of $20. Additional deposits may be made through My Portal at any time.

Using Card

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 Market 65 Food Service, The Mind Grind Coffee House and Stax Bookstore.

Refunds

The Campus Cash account stays active until the student notifies the LATC Business Office that the account is to be closed. 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. The student must complete a Student Activity Fund form from the LATC Business Office or go to My Portal, My Campus Cash under the student tab, and fill out the Campus Cash refund form. Campus Cash would be written in as the Activity Fund.

Any outstanding financial obligations to Lake Area Technical College 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 that has been inactive for a period of twelve (12) months, will be deposited into Lake Area Tech's general fund.

Lost, Stolen or Damaged Cards

Should the participant's Campus Card be lost, stolen or damaged it must be reported to the LATC Business Office (located in Student Services) immediately.

Check Cashing

The Stax 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.

Student Identification Cards

All students registered for six credits or more per semester will be eligible for an ID card. Student Photo ID cards will be issued by the Stax Bookstore for all new students. The same ID card will be used until the student exits.

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 when using the state library. Students may also use the ID card as a debit card to make purchases on campus.

A charge of $10 is assessed for replacement ID cards.

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

Permits

Permit and parking requirements will be strictly enforced.

Students that wish to park a vehicle in a Lake Area Tech parking lot between 7:00 am and 2:00 pm must display an official parking permit. It is the students' responsibility that the tag is visible only the rear driver's side window. **Failure to properly display a permit constitutes a parking violation.**

Cost for parking permits for the 2023-2024 school year is waived. Permits allow students to park in designated 'Student Parking' areas.

Please consider utilizing the North Parking Lot or Bogue Parking Lot as both are a short walk to access the interior buildings. These parking lots do not require an LATC Parking Decal. High School Dual Credit and Northeast Tech High School students may park in the North Parking Lot or Bogue Parking Lot if they are taking classes at Lake Area Technical College. High School Dual Credit and Northeast Tech High School students will not be allowed to park in any of the lots on campus other than the two stated above. Doing so will result in a $50 fine. If you wish to park in either of the free lots, all students are still required to register their vehicle through My Portal.

Update your information with Campus Accounts if you change vehicle or license plates.

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

Overnight parking is prohibited. Vehicles parked in Lake Area Tech parking lots during snow removal or abandoned may be towed at the owner's expense.

For your property protection, most parking areas are monitored by cameras.

Fines

Student vehicles parked incorrectly or without a visible permit in an LATC parking lot will be issued a LATC parking violation and may be towed from the campus at the owner's expense. Students wishing to appeal a parking violation must do so in person within two weeks of the violation issue date in Student Services, through Eric Shultz the Director of Enrollment. At that time, a photo of the vehicle in violation will be reviewed with the student to determine the outcome of the appeal.

Parking violations are $50 each and payable in Campus Accounts. Handicapped parking violations will result in a $100 fine.

Students with unpaid parking violations may be unable to login to My Portal until the violation has been satisfied. Financial Aid monies may also be impacted by unpaid violations. It is recommended that students pay parking violations within 3 days of issue to avoid this from occurring.

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

Anyone using a lost or stolen parking permit is subject to a $100 fine and other disciplinary action as deemed appropriate.

Through an agreement with local law enforcement, license plate numbers will be traced for unidentified vehicle owners with a LATC parking violation.

Parking violations may be subject to a municipal ticket in which fines will be paid to the City of Watertown. Do not block neighboring residents' driveways or mailboxes.

Refunds

Students that withdraw from school within ten (10) days of starting may request a refund. The parking permit must be surrendered and a refund form must be completed within the first ten days of the start of school. Refund forms are available in Student Services.

Designated Student Parking Areas

Click here for map.

Regulations for Off-Campus Parking –City of Watertown

Parking Restrictions (18.0101)
1. No owner, or person in possession or control of a motor vehicle or other vehicle of any kind, including trailers, whether motorized or non-motorized, shall be parked or remain upon any Street following a snow storm of more than two (2) inches on Monday, Wednesday or Friday or upon any Avenue on Tuesday, Thursday or Saturday until said street or avenue has been plowed. (E506) (Ord 04-05; Rev 06-16-04)

2. Except as provided below, no motor vehicle or other vehicle of any kind, including trailers, whether motorized or non-motorized, 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 twenty four (24) consecutive hours, and thereafter, such parked vehicle must be moved a minimum distance of fifty (50) feet from that location before being allowed to park for an additional twenty four (24) hour period. Commercial trailers of those contractors actively performing improvements to real property are exempt from the above provision so long as the trailer is parked at a street location immediately abutting said property and the trailer does not pose a threat to public safety. (E-506; E-544-1) (Ord 04-05; Rev 06-16-04) (Ord 17-22; Rev 07-14-17) (Ord 17-40; Rev 10-13-17) (Ord 18-24; Rev 12-14-18)

3. No semi-tractor, semi-trailer, watercraft trailer, or camper/RV shall be parked upon any street, boulevard, alley or public place in a residential district, except for the purpose of loading and unloading merchandise generally or the personal property of an abutting resident, and in such cases only for a reasonable length of time to load and unload, and in a reasonable location that does not pose a threat to public safety. (E-474-1) (Ord 17-22; Rev 07-14-17) (Ord 18-24; Rev 1214-18)

4. No motor vehicle or other vehicle of any kind, including trailers whether motorized or nonmotorized shall be parked upon any boulevard at any time unless permission therefore has been granted by an official city agency. (E-544-1) (Ord 18-24; Rev 12-14-18)

5. For residential areas adjacent to Lake Kampeska or Lake Pelican:

    a. No motor vehicle or other vehicle of any kind including trailers, whether motorized or nonmotorized, shall be parked within three (3) feet of the white fog line painted on the road; and
    b. No motor vehicle or other vehicle of any kind, including trailers, whether motorized or non-motorized, shall be parked on any sidewalk/recreational trail or any portion of the roadway designated as such. (Ord 17-22; Rev 07-14-17) (Ord 18-24; Rev 12-14-18)
    Ordinance

18:0101	Parking Restrictions
18:0102	Vehicle may be Removed
19.04	Parking
21.63	Off-Street Parking and Loading Requirements (All Districts)

For more information click this link
https://www.watertownsd.us/DocumentCenter/View/2382/Ordinance-Book-for-Website?bidId=

Student Commons

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

The Mind Grind Coffee Shop

Students at Lake Area Tech have access to one of the best campus coffee houses in the region. The Mind Grind offers a variety of specialty coffee drinks and smoothies so students don't have to leave campus to get their fix. "Daily Grind" specials are available as well for those who like to sample a little bit of everything at the right price. A link to the weekly menu is on My Portal with daily specials.

Market 65 Food Service

Market 65 Food Service facilities are located in the Lake Area Tech Student Center. A wide variety of meals and snacks are served from 6:30 am to 4:00 p.m. each day. A link to the weekly menu is on My Portal with daily specials. 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 Market 65. Students may also place orders online through the Toast Tab site. A phone application is also available.

Vending machines are also available throughout the campus.

Lake Area Tech Food Pantry

Lake Area Tech recognizes that some of our student body may experience food insecurity. In an effort to alleviate this burden, Lake Area Tech has established a Food Pantry. The LATC Food Pantry is anonymous and is supplied by donations from LATC staff and the Watertown Community.

Students are encouraged to stop by the NET anytime during regular office hours, which are Monday through Friday from 7:30 am to 5:00 pm. Summer hours will vary. No appointment is necessary and no questions are asked. The Food Pantry is stocked with non-perishable foods.

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, hair coloring, perms, nails and facial services

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

Financial Services: Free federal income tax preparation and e-filing for qualifying individuals as set forth by the IRS VITA program

Medical Assisting: Blood pressure checks

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 Director of Enrollment's Office. Current or returning students will be registered by their program advisor. Registration will be posted to My Portal prior to the beginning of the semester.

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 ten (10) days, five (5) days for summer session, and the instructor agrees to the registration. Tuition will be adjusted accordingly.

Tuition refund resulting from a schedule change

If a student drops a class within the first ten (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.

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. However, this is not applicable if a student withdraws from all classes within the first (10) ten days of the semester (five days for summer session). Students withdrawing in that time period are subject to the withdraw process, and will be charged for the time/days they attended.

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 "WF" recorded on the transcript when the student has exceeded the attendance policy for the class.

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 and the Financial Aid Office, if applicable, before making this decision.**

Underloaded Courses

Lake Area Tech is committed to your graduation date, but program course electives, courses not required for graduation, must have a significant number of students registered to offer the course.

Withdrawal From School

Students who wish to withdraw from school before the end of the semester should obtain a signed withdrawal and official release from the Director of Enrollment. The student is responsible to pay any

outstanding tuition and fees or other charges. Unpaid balances after 90 days will be sent to a collection agency. Students must also return any school property, including laptops, when withdrawing from school.

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.

InformaCast

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 InformaCast, a free service through the LATC website, and ensuring their contact information is correct. (This service was previously known as Wireless Emergency Notification System (WENS).)

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 nonacademic 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 and bookstore accounts, make loan fund repayments and deposits 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), WF (Withdrawal Failing), 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. **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, Custom Paint & Fabrication, Environmental Technology, Heavy Equipment Operator, Human Services Technician, Dental Assisting, and Welding Technology. Students pursuing the optional A.A.S. degree must consult with their academic adviser for more details.

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 $20 a credit hour. Auditing of lectures must be approved by the course instructor and will be allowed only if class size permits. Auditing computers or other courses involving labs is not permitted. A maximum of three credits total will be allowed to be audited per semester. Exemptions to this policy must have approval from the Director of Enrollment.

President's List

The President's List 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 President's List is limited to those who have achieved a semester grade point average of 3.5 to 4.0. Students with a 4.0 will be noted on the list. Only full-time students enrolled in a program and have completed all of the coursework by the end of the semester are included on the President's List. **To graduate with honors, a cumulative GPA of 3.5 – 3.74 must be achieved and 3.75 – 4.0 cumulative GPA must be achieved to graduate with high honors.**

Student Grade Reports

Grade reports can be viewed online through My Portal on the Lake Area Tech website. Students need to carefully check all entered grades. Responsibility for the accuracy of the grade report is shared by the student. Any discrepancies should be reported to the instructor of the course immediately. If, after contacting the instructor, a student does not feel the proper grade has been entered, he/she should contact the Director of Enrollment's Office.

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.

Unclaimed Personal Property

If personal property is found after a student leaves LATC, the student will be notified by phone call. The property is stored and must be claimed from the Campus Accounts Office within 1 (one) calendar year of the student's last date of attendance. Any books left by the student are taken to the Bookstore to be sold as value diminishes over time and the proceeds are deposited in the Student Loan Fund. Students claiming personal property within one year of drop date will receive property and a check for returned books written from the Student Loan Fund.

Any property unclaimed after one year of the last date of attendance will be disposed of and/or sold at a discount by the Campus Accounts Office.

General Education

An integral part of LATC's mission statement is the comprehensive, foundational nature of the technical education we provide. The required general education classes are critical to LATC's 4 core values – the General Education Student Learning Outcomes. General Education provides the broad knowledge and skills to enable LATC graduates to work effectively within society.

General Education Purpose Statement

The purpose of LATC General Education is to provide the building blocks for success. Through core general education courses, students gain skills and knowledge for effectiveness in communication, computer, math, and the sciences.

General Education Student Learning Objectives:
- Demonstrate critical thinking and problem-solving skills.
- Develop professionalism including team-working skills.
- Communicate effectively.
- Find and use information.

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 LATC'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.

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 Credit from LATC to Other Colleges and Universities

LATC neither implies nor guarantees that credits earned will be accepted by other institutions. Transfer of credit is a privilege granted by the institution to which a student may seek admission. Students seeking to transfer credits earned at LATC, or those transferred into LATC, to other postsecondary institutions should contact the college or university to which they seek admission to inquire as to that institution's policies on credit transfer and acceptance.

Test-Outs:

Test-Out Dates
Students are allowed one test-out per course.
- Students enrolled in a one of the courses below may attempt a test-out within the first 5 days of the semester.
- A test-out date will be announced around midterm of the Fall semester for students registered in one of the courses below in the Spring semester.
- A test-out date will be announced around midterm of the Spring semester for students registered in one of the courses below in the Summer session.
- Two dates will be set in June for students registered in the Fall semester to test-out of a course below.

ACCT 210 Principles of Accounting I
Students who have had two or more semesters of Accounting at 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 the Financial Services department. There is a fee of $50 per credit 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).

CSC 100 or CSC 102 Computer Test-out Policy

Several LATC programs require a one or three credit computer course. An opportunity to test out of these classes is available. The instructor will explain this option the first day of class. The test must be done during the first ten (10) days of the semester. A fee of $50 per credit 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 $50 per credit is required for this test.

MATH 100 Applied General Math

Students may request to test out of the general math course. The test must be done during the first ten (10) days of the semester. A fee of $50 per credit is required for the test.

Accuplacer Policy and Procedures

Lake Area Tech complies with the Board of Regents' request that all students demonstrate a readiness for ENGL 101 and MATH 114. Students registering for these courses will be contacted if they need to take the Accuplacer test.

Process for Applying 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 five (5) years by time of completion. Credits older than five (5) 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 LATC.
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 $20.00/course for transferring credits. Maximum transfer fee is $100.

Requirements for Graduation

In order to graduate, a student must successfully complete all 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 through our website. There is no charge for the first transcript which is mailed to a graduate with his/her diploma. Students and former students, including graduates, in good standing may print an unofficial transcript from My Portal at any time.

Student Confidentiality Policy (FERPA)

Legislation enacted in November 1974 sets forth requirements designed to protect the privacy of students' educational records. The statue governs access to records maintained by educational institutions and the release of educational information. In brief, the statue 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 violation of confidentiality.

The following information may be released to the public regarding many Lake Area Tech students as necessity or desirability arises: name, major field of study, enrollment status (fulltime or part-time), dates of attendance, 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 Student Services Office within ten (10) calendar days of the beginning of the school year in the fall 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, the Financial Aid Office, and the Foundation Office.

Change of Address
Students whose address or telephone number changes while attending LATC are required to updated their contact information online via MyPortal, in person at the Lake Area Technical College's Administration Office located at 1201 Arrow Avenue, Watertown SD 57201, or by calling 605-882-5284.

Residency & Professional Licensure
Lake Area Technical College's academic programs meet the educational requirements for professional licensure or certification in South Dakota and many other states. Students considering an academic program that leads to a professional license or certification are strongly encouraged to seek guidance from the appropriate licensing agency in the state in which they plan to work. If a student plans to pursue licensure or certification in a state other than South Dakota, they are strongly encouraged to seek guidance from the appropriate licensing agency in the state where they plan to work. Professional licensure and certification requirements often vary from state to state. Lake Area Technical College makes every effort to ensure state licensure and certification information is current; however, state requirements may change. Prospective and current students can learn more on LATC's Professional Licensure web page.

Lake Area Technical College provides notifications to prospective and current students seeking information for any in-person or distance education program leading to professional licensure as required by Federal regulations (34 CFR 668.43(a)(5)(v) and 34 CFR 668.43(c)).

College 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 promote 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 College in accordance with proper disciplinary proceedings.

1. A student is expected to conduct himself/herself at all times according to acceptable standards of good taste and citizenship.

   a. 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 LATC property with the exception of service animals (e.g. seeing eye dogs).

6. A student who willfully damages or removes school property or who obstructs the normal operation of the College 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 any College 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 College.

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 all electronic communication, 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 LATC 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 reasonable suspicion 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

Formal Student Complaint Process

Lake Area Technical College recognizes that there may be conditions that are in need of improvement and that students and others should have some means by which their concerns may be effectively expressed, considered, and dealt with fairly. Such means can do much to maintain harmonious relationships between the College and the students and community.

LATC desires that all types of complaints be handled informally at the level closest to the origin of the complaint, but that channels also provide for filing official complaints when resolution is not achieved.

In the event resolution cannot be reached, students may file a formal complaint by submitting the official complaint form to the Vice President. The complaint form is available on the website at http://www.lakeareatech.edu/campus-life/file-a-complaint/. Upon receipt, the Vice President will assign the complaint to the appropriate supervisor. The supervisor will take action on the complaint and document the date resolved. All formal complaints and resolutions will be logged and analyzed for continuous improvement. Types of complaints include, but are not limited to:

Academic – Instructor Complaint
Academic – Grade Appeal
Academic – Other _____
Student Services – Customer Service
Student Services – Accommodations
Student Services – Other _____
Human Resources – Employee Complaint
Financial – Appeal of Charges

Title IX: Sexual Misconduct

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination on the basis of sex in all education programs and activities operated by recipients of federal funds, including colleges, universities, and public-school districts. Unless they are specifically exempt, Title IX applies to all institutions that receive federal financial assistance from the Department of Education, including state and local educational agencies. Recipients subject to Title IX include approximately 16,500 local school districts, 7,000 postsecondary institutions, as well as charter schools, for-profit schools, libraries, and museums. Also included are vocational rehabilitation agencies and education agencies of 50 states, the District of Columbia, and territories and possessions of the United States. OCR enforces Title IX to ensure that students have equal access to educational opportunity and can go to school without fear of sex discrimination. For more information, please visit the Department of

Education, Office of Civil Rights website at http://www2.ed.gov/about/offices/list/ocr/frontpage/pro-students/sex-pr.html.

It is the goal of Lake Area Tech to maintain a safe learning environment for all students; therefore, sexual misconduct is not tolerated. Lake Area Tech actively trains students and employees on best practices to prevent sexual assault and enforces policies and procedures to stop and remedy the situation should it occur. All Lake Area Tech employees are mandatory reporters.

Title IX protects staff and students from harassment, discrimination, sexual misconduct, sexual harassment, rape, domestic violence, dating violence and stalking.

To report an incident, contact LATC's Director of Student Services/Title IX Coordinator or complete the online Title IX Complaint form in the Student Services section of LATC's website at https://www.lakeareatech.edu/campus/student-services/the-net/title-ix-sexual-misconduct/.

LATC Title IX support services include:

- Explaining the Title IX process and options
- Coordinating support services
- Connecting staff and student with campus and community resources

Additional LATC resources include:

- Counseling Services
- Academic Support Services
- Disability Services

Visit the Student Services web page or stop by The Net for more information

Additional community resources include:

Beacon Center

24-hour crisis line, counseling and legal advocacy

801 Jenson Avenue SE, Watertown SD 57201

Crisis Line: 605-886-4300

Daytime Phone: 605-886-4304

Watertown Police Department

Reporting and safety (Watertown campus)

128 North Maple, Watertown SD 57201

Emergency: 911

Phone: 605-882-6210

Pierre Police Department

Reporting and safety (Pierre campus)

3200 SD Highway 34, Pierre SD 57501

Emergency: 911

Phone: 605-773-7410

Students and employees may find additional information on the Title IX page of the Student Services section on LATC's website, including:

- LATC Sexual Harassment & Title IX Guidance
- LATC Title IX Definitions
- Watertown School District Policy ACCA – Sexual Harassment

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 proceed through the formal complaint process. Students have until the midpoint of the following semester to appeal a course grade.

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, harassment because of sexual orientation, and other verbal or physical conduct of a sexual nature. Sexual harassment exists when:

- Submission to such conduct is made either explicitly or implicitly a condition of a student's education.
- Submission to or rejection of such conduct by a student is used as the basis for academic decisions affecting the student.
- 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.

The complete Lake Area Tech Sexual Harassment Policy is available through MyPortal under the Student and Faculty/Staff tabs. Any student who feels he/she is being subjected to sexual harassment should report the incident immediately to any of the following Lake Area Tech employees: Instructors, Department Heads, Mental Health Counselors, Vice President, President or the Watertown School District Superintendent, depending on the involvement of listed individuals.

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.

Course Sequence

In many LATC 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.

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 LATC 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.

Immunization Requirements for All Students

South Dakota legislation requires any student born after 1956 entering a postsecondary education institution in South Dakota for the first time after July 1, 2008, shall, within 45 days after the start of classes, present certification from a licensed physician that the student has received or is in the process of receiving the required two doses of immunization against measles, rubella and mumps OR has the presence of an immune antibody titer against measles. This documentation may be accomplished by either a State Health Department certificate, high school immunization record or it may be included on the LATC Report of Health Evaluation signed by a licensed physician.

Students who are unable to ascertain their immunization status must obtain, at their own expense, the necessary tests and vaccinations.

In the event the South Dakota State Department of Health declares an epidemic of measles or rubella, students who have no vaccination or immunity against the required preventable infectious diseases may be dismissed from the campus.

Additional Immunization Requirements for Health Programs

Students enrolled in health programs including Dental Assisting, Medical Assisting, Med/Fire Rescue, Medical Lab Tech, Occupational Therapy Assistant, Physical Therapist Assistant, Practical Nursing, Community Healthcare Worker, Cosmetology and Human Services Technician must provide proof of additional vaccinations. For specific requirements, contact your program or view the LATC Report of Health Evaluation that is distributed to all applicants in the health programs listed above.

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 LATC counselor to discuss drug counseling and rehabilitation services. Questions regarding the drug-free workplace requirements should be discussed with the Vice President.

LATC Policies on Illegal Drugs and Alcohol

In conformance with existing law, LATC 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, LATC 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

LATC 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.

Federal Trafficking Penalties

Penalties for distribution of methamphetamine, heroin, cocaine, cocaine base, PCP, LST, fentanyl and fentanyl analogue carry various penalties based on the number 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 not be 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 not be 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.

LATC Policy on Substance Abuse

LATC 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. LATC 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.

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.

Policies for Posting Information on Campus

Stax 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 bulletin boards on campus. (Bulletin board sites include TEC, MET, Student Center, Library and Aviation.)

Information generated by student organizations or groups on campus will not need approval by Stax Bookstore staff and may be posted on each of the bulletin boards as well as above each water fountain.

Information generated on and off campus may only be posted for a maximum of two weeks.

Material advertising alcohol, tobacco or casinos will not be allowed on campus.

Military Call To Active Duty

Students will be allowed to withdraw without penalty from Lake Area Technical College 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 Director of Enrollment. Activated students may be eligible for tuition rates equal to when they were activated.

Tobacco Use On Campus

LATC 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 LATC from an environment that may be harmful to them, and because of possible harm to personal well-being, LATC hereby prohibits tobacco use by students, employees, visitors, or guests in all LATC buildings and in all school vehicles at all times.

Tobacco use is <u>prohibited</u> on the west side of the campus and all main entrances. Absolutely no tobacco products are allowed at or near the Student Center entrances. Usage is allowed only outside the designated 10-foot zones marked by the red dots at certain locations.

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

If tobacco products are used on LATC 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 College

(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, larceny-theft, simple assault, aggravated assault, burglary, intimidation and destruction, damage, vandalism of property, 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) or 9-773-7410 (Pierre 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 9911 or 9-882-6210 (Watertown Police Department) or 9-773-7410 (Pierre 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 Student Services 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 College 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 Student Center, Buildings 1, 2 & 3, and Technical Education Center, located at 1201 Arrow Ave, open at approximately 6:00 am during weekdays and closes Monday through Thursday at approximately 9:00 pm. On Friday, the buildings are locked at approximately 5:00 pm. The Agriculture & Environmental Center and Manufacturing, Energy & Transportation Center opens at 6:30 am and closes at 4:00 pm Monday through Friday.

The Automotive & Construction Technology, Custom Paint & Fab and Aviation Maintenance Technology buildings open from 7:30 am – 4:00 pm each weekday unless other arrangements have been made.

The Children's Educare Center located at 1226 Arrow Avenue NE opens at 6:30 am and closes at 5:45 pm 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 College has twelve buildings located at two sites. Each building has adjoining parking lots or street parking.
1. Eleven buildings are located at 1201 Arrow Ave.
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 designated 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.

The Student Handbook is available in its entirety at www.lakeareatech.edu. 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 organizations.

Campus Cameras

Lake Area Tech video records activities in public areas. In the event of an emergency, video feeds are available in real time to LATC administration and the Watertown Police Department. Currently, cameras record activity in hallways, outside door entries and select labs on campus.

Statistics of Criminal Offenses:

2019-2020

Murder	0
Sexual Assault	0
Robbery	0
Aggravated Assault	0
Simple Assault	0
Burglary	0
Larceny-theft	0
Intimidation	0
Destruction, damage or vandalism of property	0

2020-2021

Murder	0
Sexual Assault	0
Robbery	0
Aggravated Assault	0
Simple Assault	0
Burglary	0
Larceny-theft	0
Intimidation	0
Destruction, damage or vandalism of property	0

2021-2022

Murder	0
Sexual Assault	0
Robbery	0
Aggravated Assault	0
Simple Assault	0
Burglary	0
Larceny-theft	0
Intimidation	0
Destruction, damage or vandalism of property	0

2022-2023

Murder	0
Sexual Assault	0
Robbery	0
Aggravated Assault	0
Simple Assault	0
Burglary	0
Larceny-theft	0
Intimidation	0
Destruction, damage or vandalism of property	0

Crime Awareness and Campus Security Act of 1990
Lake Area Technical College
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

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).

Three-quarter-time

9 to 11 semester credits (5 to 6 semester credits in summer session).

Part-time

6 to 8 semester credits (4 semester credits in summer session).

Special Status

A student taking less than a full credit load who is not registered to a specific program is considered special status. A special status student is not eligible to receive financial aid.

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 Campus Accounts Office.

Tuition & Fees Payment Due Dates

The tuition and fee payment due date are 30 days after the start of the fall and spring semesters and 20 days after the start of the summer session or a payment plan must be in place with the Campus Accounts Office. It is the student's responsibility to be aware of all policies and regulations regarding registration and cancellation as stated in the handbook. By registering for classes, students are entering into a legal agreement to pay all tuition and fees, including any nonrefundable fees. This agreement between LATC and the student means that failure to make the required payment by the due date may result in the inability to register for classes and withholding of transcripts and/or diploma. Student account information is available through the student portal by selecting the Student tab > My Finances > Course and Fee Statement. It is the student's responsibility to check email and My Portal on a regular basis. Text and e-mail reminders will be sent regarding tuition and payment plan due dates. Statements are not mailed to students or parents.

Additional Expenses

Students are required to purchase designated books, supplies, tools and uniforms as assigned by the instructor in each course. Most programs specify tools and/or uniforms that are characteristic of the occupation for which the student is enrolled. Many of these materials can be purchased at the Stax Bookstore. Students who enroll need to prepare for some initial expenses at the start of the term. LATC does not allow advances or charging of items from the Bookstore (except with a credit card). Please budget accordingly when making your school plans.

Tuition & Fees Refunds/Excess Financial Aid

All grants, scholarships, and loans are applied directly to student accounts. If financial aid funds have not been applied to an account or the amount does not cover 100% of tuition and fees due, the student is responsible to pay the remaining balance. A credit balance on a student account is created when there is excess financial aid after all eligible charges on a student's account are paid in full, or when an excess payment is made on the account. Refund checks will

be issued to students with a credit balance. Students will be notified via email and/or text if they have a refund check. Students must present a school or state issued form of identification that includes a photograph, prior to receiving their refund check.

Forms of Payment

Lake Area Tech accepts cash, Visa/MasterCard/Discover/American Express credit cards, debit cards and personal checks for payments on student accounts. On-line tuition payments are also available through My Portal on the Student tab > My Finances > Pay Tuition Online. LATC reserves the right to refuse checks from individuals who have written a non-sufficient funds check to the College.

Returned Checks

Any checks written to Lake Area Technical College (LATC, Lake Area, Lake Area Tech, etc.) that are returned for non-sufficient funds, will be referred to FCI First Check of Grand Forks, ND and will be subject to all costs necessary for collection (service charges, collections costs, attorney fees, etc.).   LATC will not accept personal checks from any person who has made a previous non-sufficient funds payment. This includes all departments on campus that accept personal checks as a form of payment. The Business Office reserves the right to require payment by cash, credit card or certified funds.

Payment Plan Information

Payment plans are available on a case-by-case basis as determined by the Campus Accounts Office. A payment plan arrangement will allow students to pay balances over a four-month period during the Fall and Spring and 2-month period in the Summer, depending on how early students decide to set up the agreement. Students with a current payment plan, meaning that payments have been received according to the plan agreement, will be allowed to register for future terms. NOTE: Students failing to make remaining payment plan payments in the current term may be administratively withdrawn from future terms. Payment plans can be made by calling 605-882-5284 ext 298, emailing Krystal.Kadoun@lakeareatech.edu or stopping by the Campus Accounts Office.

Third Party Account Payments

Organizations that agree to pay any part, or all of a student's account balance, are considered a third-party payor on the account. The financial obligation to pay an account remains with the student. Students are responsible for filing the proper paperwork with the Business Office to allow LATC to bill the third-party payor, on their behalf. Students are also responsible for knowing the terms of their program and any unpaid balance that may remain. The portion of the balance not covered by the third-party payor is due at the time of the Tuition and Fee Payment due date.

If the third-party payor denies payment on the account for any reason, the student is financially responsible for the balance and all fees that accrue.

Employee tuition reimbursement plans, where the employer reimburses the student based upon their account billing or grades are not subject to third party payor status. The student will need to make arrangements to pay the entire balance by the due date and seek reimbursement according to their employer's policy.

Student Account Holds

Students are responsible for reviewing account balances and paying balances that are due. Any account that is past due is considered to be in a "Hold" status. Tuition holds may result in the inability to register for classes and withholding of transcripts and/or diploma. Students should not ignore financial responsibility. Students unable to pay balances should discuss the

reasons with the Financial Aid Office, Campus Accounts Office, or Eric Shultz the Director of Enrollment when withdrawn.

If there is a credit balance remaining on a student account, LATC may apply the credit balance to other outstanding debt owed to LATC including but not limited to: tuition, fees, bookstore charges, parking charges and fines, automotive department charges, day care charges, library fines, student loan fund and collection fees.

Registration Cancellation

Students who register for future terms will have their registration cancelled if the student's account balance remains past due at the end of the current term. Students will have the ability to re-register once their account balance is paid in full.

Collections

When a student registers for any class at LATC or receives any service from LATC, the student accepts full responsibility to pay all tuition, fees, and other associated costs assessed as a result of their registration and/or receipt of services. Students further understand and agree that their registration and acceptance of these terms constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C § 523(a)(8)) in which LATC is providing the student educational services, deterring some or all of their payment obligation for those services, and the student promises to pay for all assessed tuition, fees, and other associated costs by the published or assigned due date. Balances on past due accounts will be turned over to an outside agency for collection.

Students with delinquent accounts at collections will be responsible for all additional collection fees and will result in a hold placed on the student's account. A Collection Hold will halt registration for courses, release of student records, and any of the services offered by LATC until such accounts are paid in full. If LATC refers the student account balance to a third party for collection, a collection fee may be assessed and the fee plus outstanding LATC debt will be due in full at the time of the referral to the third party. The collection fee may be calculated at the maximum amount permitted by applicable law, but not to exceed forty percent (40%) of the amount outstanding.

Refund Policy

Refunds of tuitions/fees for financial aid recipients will be made in accordance to the U.S. Department of Education Return of Title IV Funds. Students in programs with modules (courses that do not span the entire semester) are subject to the return of Title IV funds regulations regarding modules. Students not receiving financial aid will receive a refund based on the Institutional Refund Policy. Both the LATC Institutional Refund Policy and the Department of Education policy provide for refunds through the 60% point of the semester. Further information and examples of the refund policy are available by contacting the Financial Aid Office at LATC.

Applying for Financial Aid

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

Lake Area Technical College participates in the following programs:

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.

Federal Campus-Based Programs (FWS and SEOG)

The Federal Work Study Program (FWS) and the Federal Supplemental Educational Opportunity Grant (SEOG) are programs for students who have exceptional need. Lake Area Tech receives limited funding in these programs.

Federal Direct Loan

These federal loans are available through the Department of Education. Annual loan limits include:

1st year Dependent student	$ 5,500
1st year Independent student	$ 9,500
2nd year Dependent student	$ 6,500
2nd year Independent student	$10,500

Repayment begins six months after a student graduates, withdraws from school, or drops to less than half-time enrollment. Additional information on these loans can be obtained from the Financial Aid Office

Federal Direct Plus Loan

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

Private Education Loans

Lake Area Tech works with several lenders to offer private education loans to our students. These are non-federal private loans. More information on applying for these loans can be obtained from the Financial Aid Office.

Other Sources of Financial Aid

- ✖ National Guard Tuition Assistance
- ✖ Veterans' Benefits
- ✖ Tribal Education Funding Vocational
- ✖ SDEAF Grant LATC Foundation Scholarships
- ✖ WIOA (Workforce Innovation & Opportunity Act)
- ✖ Rehabilitation
- ✖ SD Need Based Grant

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 transfer. Students must take the necessary steps to receive financial aid at their new school by contacting the Financial Aid Office at the new school to make sure the school has all the required information.

The school code for the new school must be added to the FAFSA before aid can be awarded at the new school. The student can do this by making a correction to the FAFSA.

Satisfactory Academic Progress Policy

Students must meet Satisfactory Academic Progress (SAP) in order to graduate from Lake Area Technical College and in order to continue to receive federal financial aid. This includes Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work Study, Federal Perkins Loan, Federal Direct Subsidized and Unsubsidized Loans, and Federal PLUS.

Please note that other entities providing funding for students may require the student to maintain a certain number of credits and/or grade point average (GPA). This includes, but is not

limited to, funding from Vocational Rehabilitation, Department of Labor and Regulation, Tribal Funding, LATC Foundation Scholarships, and scholarships from outside organizations.

Satisfactory Academic Progress uses quantitative (cumulative credits completed) and qualitative (cumulative grade point average) measures in meeting the requirements. Review of SAP is done at the end of each academic term (fall, spring, and summer).

Students must successfully complete 67% of cumulative credits attempted and maintain a cumulative GPA of at least a 2.0. In order to graduate from LATC, a student must have at least a 2.0 GPA. A student meeting these requirements is considered to be in good academic standing.

The Director of Enrollment manages SAP for both academics and financial aid. The same SAP standards are applicable to both areas. Thus, if a student is suspended for academics, he/she is also suspended for financial aid.

<u>Warning</u>

After one unsuccessful term (i.e., fall, spring, or summer), a student will be placed on Warning status if he/she fails to maintain these standards at the end of the term (i.e., fall, spring, or summer), LATC can reinstate eligibility for one semester or payment period without a student appeal.

The student is provided notice in writing and/or e-mail of the Warning status.

<u>Suspension and Appeal</u>

After two unsuccessful terms (i.e., fall, spring, or summer), a student will be placed on Suspension status with the right to appeal to the Director of Enrollment.

The student is provided notification in writing and/or e-mail of the Suspension status.

A student placed on Suspension status must appeal in order to have his/her financial aid reinstated and to be allowed to continue in school.

The student must complete an Appeal form and will appear before the SAP Committee. The student's appeal must explain why he/she failed to make satisfactory progress and what has changed in his/her situation that will allow him/her to make satisfactory academic progress in the upcoming semester.

The circumstances for an appeal can include, but are not limited to:
- the death of a relative;
- injury or illness of the student; or
- other special circumstances as determined by the school.

Other situations that will be considered include, but are not limited to, the following:
- Family difficulties, such as divorce or illness;
- Interpersonal problems with friends, roommates, significant others, etc.;
- Difficulty balancing school and work, family responsibilities, etc.; or
- Financial difficulties

At the discretion of the Director of Enrollment and SAP Committee, a student may not be required to appear in person. The written appeal will be reviewed and a decision will be made by the SAP Committee.

Any stipulations imposed on the student such as no failing grades, completion of all courses, no attendance issues, etc. will be provided to the student in writing following the

approval of the appeal. This notification will also be provided to the Financial Aid Office and the Department Supervisor of the student's program.

The SAP Committee includes at least two LATC instructors, the LATC Counselor, the Retention Coordinator, the Director of Financial Aid, and the Director of Enrollment.

Suspension and Appeal (Doesn't Appeal)

If a student who was "Suspended with the Right to Appeal" chooses to sit out and return at a later date, **the student must appeal before being readmitted**. The Director of Enrollment will determine if the student must appear before the SAP Committee or if a paper appeal will be considered.

The following timelines will apply:

If a student applies for readmission within one year of the Suspension status, the student must meet with a special SAP Committee consisting of the Director of Enrollment, Director of Financial Aid, and Academic Advisor from the student's program.

If a student applies for readmission after one year of the Suspension status, the student would be allowed to either meet with the SAP Committee or to submit a paper appeal to the SAP Committee.

Returning students who were suspended must meet with academic committee before finalizing re-admission application.

Limitation of SAP Appeals

There is no limit on the number of times a student can appeal.

Probation

Once a student has been granted a successful appeal, the student is then placed on Probation.

Students on suspension who successfully appeal will be reinstated on a probationary status. During probation, which lasts one term (i.e., fall, spring, or summer), students are expected to successfully meet the terms outlined in the SAP plan. Students may continue in subsequent semesters as long as they continue to meet the terms of their SAP plan. Students will need to meet the 2.0 cumulative GPA and successfully complete at least 67% of cumulative credits attempted.

Maximum Timeframe

The maximum time frame for an undergraduate program measured in credit hours is a period no longer than 150 percent of the published length of the program. If a student attempts credits toward his/her degree and he/she is not receiving Title IV aid, those attempted credits still count toward the 150 percent completion.

The maximum time frame for an undergraduate program measured in clock hours, a period of no more than 150 percent of the published length of the program as measured by the cumulative number of clock hours the student is required to complete and expressed in calendar time. (Note that a student in a clock hour program cannot receive financial aid for hours beyond those in the program; the maximum timeframe applies to the amount of calendar time the student takes to complete those hours.)

Program	Diploma Option	AAS Degree	Number of Credits Required for Degree (Dip/AAS)	Maximum Credit Hours
Agriculture				
AG – Business	NA	YES	77	115.5
AG – Commodity	NA	YES	80	120
AG – Dairy	NA	YES	76	114
AG – General Science	NA	YES	74	111
AG – Livestock Production and Mgmt.	NA	YES	73	109.5
AG – Precision	NA	YES	77	115.5
AG - Production	NA	YES	76	114
Automotive Technology – Gas Option	NA	YES	71	106.5
Aviation Maintenance Technology	YES	YES	71/84.5	106.5/126.75
Aviation – Professional Fixed Wing	NA	YES	63.5	95.25
Aviation – UAS Operator	NA	YES	64	96
Building Trades Technology	NA	YES	73	109.5
Business				
BSA – Management and Marketing	NA	YES	76	114
BSA – Human Resources	NA	YES	76	114
BSA - Entrepreneurship	NA	YES	72	108
BSA – 3rd year Entrepreneurship	NA	YES	39	
BSA – Photography Media	NA	YES	69	103.5
Community Health Worker	NA	NA	16	24
Computer Information Systems				
CIS – Graphic Design and Digital Comm.	NA	YES	70	105
CIS – Networking and Cyber Security	NA	YES	70	105
CIS – Programming	NA	YES	70	105
Cosmetology	YES	NA	39.5/49.5	59.25/74.25
Custom Paint Fabrication	YES	YES	38.5/73.5	57.75/110.25
Dental Assisting	YES	YES	44.5/69.5	64.5/102
Diesel Technology–Truck/Tractor Option	NA	YES	69.5	104.25
Diesel Technology for AT grads	NA	YES	69.5	104.25
Diesel Technology – Brandt Holdings	NA	YES	68.5	102.75
Diesel Technology – ThinkBIG CAT	NA	YES	75	112.5
Diesel Technology – Butler Agriculture	NA	YES	75	112.5
Electronic Systems Technology	NA	YES	72	108
Electronic Systems Technology - Biomed	NA	YES	73.5	110.25
Energy Operation	NA	YES	74	111
Energy Technology	NA	YES	72	108
Energy Technology 3rd year for ROB grads	NA	YES	37	
Environmental Technology	YES	YES	35/67	52.5/100.5
Financial Services				
FS – Agri-Financial	NA	YES	74.5	111.75

FS – Business Accounting	NA	YES	74.5	111.75
FS – Consumer Financial	NA	YES	74.5	111.75
Heavy Equipment operator	NA	YES	41/72.5	61.5/108.75
Human Service Technician				
HST – Activity Technician Mental Health	YES	YES	30.5/65.5	45.75/98.25
HST – Child Development	YES	YES	31.5/64.5	47.25/96.75
HST – Developmental Disabilities	YES	YES	30.5/65.5	45.75/98.25
HST – Youth Offender	NA	YES	65.5	98.25
Law Enforcement	NA	YES	74.5	111.75
Law Enforcement Hybrid	NA	YES	30	45
Med Fire Rescue				
MFR – Emergency Medical Specialist	NA	YES	69	103.5
MFR - Paramedic Diploma	YES	NA	47.5	71.25
MFR – Med/Fire Rescue	NA	YES	76	114
Medical Assisting	NA	YES	67.5	101.25
Medical Lab Technician	NA	YES	71.5	107.25
Occupational Therapy Assistant	NA	YES	76	114
Physical Therapist Assistant	NA	YES	75.5	113.25
Practical Nursing	YES	NA	44.5	66.75
Registered Nurse	NA	YES	41	61.5
Precision Machining	NA	YES	70	105
Robotics	NA	YES	72	108
Surgical Technology	NA	YES	68	102
Welding				
WLD - Diploma	YES	NA	34.5	51.75
WLD – Advanced Welding (AAS)	NA	YES	71.5	107.25
WLD – Marketing	NA	YES	69	103.5
WLD – Precision Machining	NA	YES	70	105

Academic Year 2023

Transfer Students

Transfer students who did not meet SAP at a former school will be eligible to attend and to receive financial aid at LATC. Students will only be evaluated on their academic progress while attending LATC.
Transfer credits will be evaluated and included on the transcript only for credits that apply toward his/her LATC degree and credits that meet the minimum academic standard. The credits will count toward earned and attempted cumulative credits, but not the cumulative GPA since the credits are assigned a "TR" grade versus an actual letter grade.

For students accepted into "Human Services Academic" there may be courses transferred in that do not apply to the student's LATC degree. For example, Sociology and Speech are not requirements for our PN program, but are requirements for other programs.

For more information on our transfer credit policies, please see these specific sections in the Student Handbook:

- Transfer of Previously Earned College Credits to Lake Area Tech
- Transfer of General Education College Credits

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- Transfer of Technical Studies Credit
- Transfer of Credit from LATC to Other Colleges and Universities

Incompletes/"F" Grades/Withdrawals

Incomplete grades, "F" grades, and Withdrawal grades will reduce the completion ratio, because they are counted as attempted, but not earned credits. They also count against the maximum attempted hours.

If an incomplete is not completed within eight weeks of the following semester the "I" grade turns to an "F" grade, a student withdraws from a class, or receives a failing grade in any required class; the student will need to repeat the class. Those credits will be used to determine the amount of successfully completed classes. Grades for courses that the student is required to repeat will replace the previously earned grade.

If an incomplete change to a grade after the SAP review has been completed, the grade change will be reflected in the next review unless the student notifies the Director of Enrollment of the grade change and it changes the student from suspended to their previous SAP standing, An Incomplete can potentially increase the GPA and/or increase the percentage of completion.

Transferring Programs

For students who change programs, for prior credits, and for grades which do not count toward the new program, these credits and grades will be excluded in the review of SAP. After one successful semester in the new program, the student can appeal to the Director of Enrollment to have the prior credits and grades excluded from SAP.

Academic Amnesty

A student that switches programs and is successful after one semester in the new program can appeal to the Director of Enrollment to forgive any courses with failing grades in the previous program that do not apply to the new degree.

Academic Course Policies

Course Offerings - Each course required for graduation will be offered at least once during the length of the program. A student dropping or failing a course will be able to retake the course at a later time. Tuition and fees are again assessed for the class. When the student successfully completes the course, the student's transcript will reflect the highest grade earned.

Passing Grades - A student must successfully complete all of the required coursework in order to graduate from a program. A grade of "D" or better must be achieved in each required course. Individual programs may have a policy that requires a grade higher than a "D."

Transfer Students - 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 timeframe to complete the new program.

Academic Grade Level - A student's academic grade level in a two-year program will be determined as follows:

0-33 credits (Grade Level 01)
34+ credits (Grade Level 02)

Credits will be evaluated and a determination made by the current program if the student has already completed another program at LATC.

Remedial Coursework - Remedial coursework is included in the qualitative assessment of SAP, but the courses are not included in the student's GPA.

Withdrawals and Nonattendance

If a student does not attend any class within the first 10 days of the semester, the student is counted as a "No Show" and the student's courses are dropped and his/her registration is canceled. Any financial aid disbursed will be reversed. Students will be charged for the days they were active in classes.

Any non-attendance periods after day 10 (census date) is subject to the departmental attendance policy. Once that departmental attendance policy is exceeded, the student will be administratively withdrawn from the institution. His/her "last date of attendance" is used as his/her official withdrawal date.

Incomplete Courses or Grades

An incomplete grade during a SAP evaluation period is considered as an "F" grade. Students have until the mid-term of the following semester to complete the coursework, otherwise the "I" changes to an "F".

Repeated Coursework

A student may repeat a course one time after passing it, and receive federal financial aid for the retake. Even though the Department of Education considers a "D" as a passing grade, individual programs may require a "C" or higher in a course to be considered passing.

Once a student successfully repeats a course with a passing or higher grade, LATC will use the highest grade toward cumulative credits attempted and cumulative GPA.

Audited Courses

Audited courses will not impact GPA, but they do impact attempted and earned credits. Audited coursework does not count toward financial aid eligibility.

Pass/Fail Courses

Pass/Fail courses count toward attempted credits and earned credits. A Pass does not count toward GPA. A Fail counts toward the GPA as it is counted as an F.

WP (Withdrawal Pass) and WF (Withdrawal Fail) Grades

WP and WF grades will count toward attempted credits and earned credits. A WP does not count toward the GPA. A WF counts toward the GPA as it is counted as an "F."

Remedial Coursework

We only offer non-credit Remedial Coursework. They do not count toward quantitative or qualitative standards. LATC offers the following remedial coursework: Math 090 and Reading 090.

ESL (English as a Second Language)

LATC does not offer any ESL courses. Students needing ESL training should see the Academic Support Coordinator for further guidance.

Continuing Education Courses

LATC offers "continuing education" courses through Corporate Education. These courses are for non-credit. While a student enrolled in a degree program could take a "continuing education" course, the student would register and pay for the course through Corporate Education. It would not be included on the student's transcript; thus, it would not be included in the SAP evaluation.

Multiple Degrees or Concentrations

If a student graduates in one program and then chooses to pursue another degree in another program, the Registrar's Office will evaluate the prior coursework to determine which, if any, courses will "transfer" to the new program. Because of the wide range of courses required for each of our programs, this evaluation is conducted on a case-by-case basis.

Any accepted credits will count as credits attempted and completed.

Double Majors

If a student chooses to major in more than one program simultaneously, the student is required to contact the Registrar's Office so that the correct advising trees are established for the student.

The most common double majors at LATC include EST/ROB, ET/EO, and BSA/FS. In all of these programs, there is a set of "core" classes that are common to both, including General Education requirements. These situations will be evaluated on an individual basis.

Quantitative standards (pace) will be determined by the Director of Enrollment. Students who are pursuing double majors are subject to the maximum timeframe rules, but may be reviewed on a case-by-case basis by the Director of Enrollment. For example, a student double majoring in Business and Financial Services may require an exception to the maximum timeframe rules.

Change of Program (Without Graduating from a Program)

For a student who changes programs, the prior credits and grades that do count toward the new major, are included in the SAP evaluation.

A student can "reset" his/her academic progress by changing majors, however, this is limited to three times, including HSA status. Any request to change programs beyond three times will require the approval of the LATC President.

Cosmetology SAP Policy

For students who entered the program in August 2018, Cosmetology is a 2100 clock hour program that will have SAP evaluated every 525 hours. This is documented on the form provided to the Financial Aid Office that provides the date the student has met 525, 1050, and 1575 clock hours. Students enrolled in Cosmetology must abide by the Cosmetology attendance policy. Excessive absences may result in termination from the program.

For students entering the program on or after August 2019, those students have a choice of completing 1500 clock hours or 2100 clock hours.

For students completing the 1500 clock hour program, SAP will be evaluated as follows: 450 hours, 450 hours, 300 hours, and 300 hours. This is documented on the form provided to the Financial Aid Office that provides the date the student has met 450, 900, and 1200 clock hours. Students enrolled in Cosmetology must abide by the Cosmetology attendance policy. Excessive absences may result in termination from the program.

For a student doing the 2100 clock hour program, SAP will be evaluated as follows: 450 hours, 450 hours, 300 hours, 300 hours, 300 hours, and 300 hours. This is documented on the form provided to the Financial Aid Office that provides the date the student has met 450, 900, and 1200 clock hours. Students enrolled in Cosmetology must abide by the Cosmetology attendance policy. Excessive absences may result in termination from the program.

For a student doing the 2100 clock hour program, SAP will be evaluated as follows: 450 hours, 450 hours, 300 hours, 300 hours, 300 hours, and 300 hours. This is documented on the form provided to the Financial Aid Office that provides the date the student has met 450, 900, 1200, 1500, and 1800 clock hours. Students enrolled in Cosmetology must abide by the Cosmetology attendance policy. Excessive absences may result in termination from the program.

SAP is evaluated at the end of each payment period. Maintaining SAP is required for a student to continue to receive federal financial aid and remain in the program. A student meeting the minimum requirements in attendance, written exam, practical evaluations, and advancement criteria at the end of an evaluation period is considered to be making SAP.

Cosmetology Transfer Students

LATC will accept the transfer hours completed at another college based on what is accepted by the South Dakota State Board of Cosmetology. Transfer students will start fresh and will be evaluated based only on attendance percentage and grades for the time attending LATC. Evaluation periods for transfer students will be determined on an individual basis.

Cosmetology Evaluation Periods

Students will be evaluated in knowledge and skill development at the end of each evaluation period. Students must achieve an 80% cumulative GPA (2.0 GPA) and attend 90% of scheduled hours in order to maintain SAP.

Cosmetology SAP Definitions

Warning – The first time the student does not successfully maintain qualitative and/or quantitative standards. The student is notified in writing of the Warning status.

Suspension with Right to Appeal – The second time the student does not successfully maintain qualitative and/or quantitative standards. The student is notified in writing of the Suspension with Right to Appeal status. The student must appeal in writing and appear before the SAP Committee prior to being allowed to continue. If a SAP meeting is unable to be scheduled within 24 hours, the student will be allowed to continue to attend class until the appeal meeting is held.

Probation – The status given to a student who successfully appeals the SAP Suspension.
Suspension – If a student does not meet SAP standards after the appeal meeting, a mandatory suspension will be imposed.

<u>Cosmetology Qualitative Component</u>

A student who fails to receive an 80% overall average in all courses by the end of an evaluation period will be subject to termination and/or loss of financial aid eligibility (if applicable).

A student will be put on Warning if not meeting all of the requirements of pre-clinical. The student must then work independently to complete these skills.

If a student's attendance percentage is below 90% of scheduled hours at the end of an evaluation period, the student is considered to not be making SAP.

For the students who started in August 2018, or prior, the expected time frame in which the student must complete the program (not counting approved leaves, holidays, weather related, or other school closures) is no more than 66 weeks/2310 scheduled hours.

For students entering the program on or after August 2019, the expected time frame in which the student must complete the program (not counting approved leaves, holidays, weather related, or other school closures) is no more than 43 weeks/1650 scheduled hours.

If a student's attendance falls below 95% at any time, the student will be advised immediately of the repercussions of falling below 90% at the next evaluation period and an administrative plan of action will be implemented.

<u>Cosmetology Suspension and Appeal</u>

If at the end of an evaluation period, a student on SAP Warning who is not complying with the SAP standards, the student will be placed on Suspension status with the right to appeal to the Director of Enrollment.

A student may appeal the Suspension by presenting a written appeal, based on extenuating circumstances.

The SAP Committee (or designated individuals of the SAP Committee) will review the appeal. The appeal will be approved or denied, based on whether facts indicate the student will be able to improve to minimum levels by the next evaluation period. If approved, the student will be placed on Probationary status, retain financial aid eligibility (if applicable) and be required to follow any prescribed plan.

If denied, the student will be suspended.

<u>Suspension and Appeal (Doesn't appeal)</u>

If a student who was "Suspended with the Right to Appeal" chooses to sit out and return at a later date, **the student must appeal before being readmitted**. The Director of Enrollment will determine if the student must appear before the SAP Committee or if a paper appeal will be considered.

The following timelines will apply:

If a student applies for readmission within one year of the Suspension status, the student must meet with a special SAP Committee consisting of the Director of Enrollment, Director of Financial Aid, and Academic Advisor from the student's program.

If a student applies for readmission after one year of the Suspension status, the student would be allowed to either meet with the SAP Committee or to submit a paper appeal to the SAP Committee.

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 well-rounded 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:

- Swim Nights-PLWC Café Campus Shows Intramural Sports Road Trips
- Pizza Parties Painting Nights
- Movie Nights Miniature Golf
- Fundraisers Bowling
- Free Movie Nights-Odyssey 8
- Entertainment Comedy
- Fall/Spring Picnics

Student Clubs and Organizations

A variety of clubs and organizations is available including:

- Associated General Contractors, AGC Student Chapter
- Automotive Tech Club
- Campus Activities Board
- Campus Crusades for Christ (CRU)
- Diesel Tech Club
- Home Builders' Association, Student Chapter
- Medical Laboratory Technology Club
- Occupational Therapy Assistant Club
- SkillsUSA
- Student Ambassadors Student
- Voice
- Nontraditional Student Club Diversity

Club **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, Custom Paint & Fab or High-Performance Engine Machining programs. The club holds a car show in April.

Campus Activities Board (CAB):

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. Students can apply for CAB with the Student Activities Coordinator, and can be eligible for scholarships.

Campus Crusades for Christ (CRU)

Membership is open to all students. Campus Crusades for Christ is a non-

denominational campus-based organization for students. Meetings are held every Tuesday at 7:00. pm in the LATC Student Center where students can gather for fellowship, bible study and fun in a Christian based atmosphere.

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

Home Builders' Association, Student Chapter:
Membership is open to Building Trades Technology 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 International Home Builders Convention.

Medical 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.

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

Student Ambassadors:
The Student Ambassadors are selected by their instructors to represent their program at campus events and activities throughout the year. They have the opportunity to earn scholarships and share their passion with community members and incoming students. This is an elite group of Lake Area's most dependable, responsible, and inspiring students.

Dependable
- ✖ Checking emails/texts regularly and responding in a timely fashion
- ✖ Being **prompt** to events and wearing Student Ambassador attire   Attend
- ✖ all events as needed

Responsible
- ✖ Accountable for informing their instructors of absences for ambassador events and making
  - up what they missed
- ✖ Maintaining a cumulative 2.5 GPA while serving as an ambassador
- ✖ Capable of representing their program as a whole (not only a specific option)

Inspiring
- ✖ Through sharing their passion for their programs, they serve as a **role model** for prospective students
- ✖ They display a **positive attitude,** while assisting with campus events in and out of the classroom
- ✖ Willing to professionally and respectfully represent Lake Area Technical College

Makerspace Code of Conduct

We support a maker culture where

- Everyone is responsible for safety

- Collaboration and innovation are encouraged

- We help each other out

- We treat others, the equipment and the space with respect

- Positive experiences are created

Other Guidelines

- The Makerspace is for LATC staff and student use.

- Tools/resources must stay in the makerspace.

- Clean, maintain, organize, & improve. Leave the space better than you found it.

- Covered drinks are welcome in the Makerspace. No food, please.

- The Makerspace cannot be used to create items that violate LATC's Computer Hardware and Software Use Policy.

- Items made in the MakerSpace cannot contain hate speech/images or swear words. Would you show this project to your Grandma? If not, you probably shouldn't make it in here. Check with library or NET staff from 8-4 if you are unsure about the appropriateness of your project.

- The MakerSpace cannot be used to make weapons.

- If you break something, own up to it. If you don't know how to fix it, ask for help.

If you have any questions about the Makerspace or its code of conduct, please see the library or NET staff.

LATC is not responsible for failed projects or material defects.

Student Voice Organization:

Student Voice, a student run organization, provides the students a say in campus policy and decisions by establishing direct, open dialogue between students and LATC administration. Representing all the students of LATC, membership consists of representatives elected by the students in each program. Representatives serve a one-year term, from October to May.

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

Prairie Lakes Wellness Center

Located north of the LATC campus at 1515 15th St NE, 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 Prairie Lakes Wellness Center. Students with a current LATC ID card have free access to the Prairie Lakes Wellness 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. Students can also participate in the Lake Area Tech Campus Crusades for Christ (CRU).

Intramurals

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

INTRAMURAL CODE OF CONDUCT

The purpose of Intramural Sports is to provide recreational activities for the students, faculty and staff of Lake Area Technical College which are safe, competitive and enjoyable. The game atmosphere should remain good-natured and the participants and spectators should maintain good sportsmanship throughout their participation in all facets of the Intramural program.

Any student of Lake Area Technical College is eligible to play intramurals.

DISQUALIFICATION

Disqualification will be issued for actions such as, but not limited to, the following:

- Damaging, or in any way abusing Lake Area Technical College property, fields, gyms, rink, equipment, etc.

- Consumption/possession of alcoholic beverages, cigarette smoking, or use of any illegal substances including vapes.

- Verbal or physical misconduct directed at any person whether they be a(n) intramural official, opponent, teammate, fan, administrator, etc. Any question regarding what constitutes misconduct should be directed to administration.

- Excessively disputing any official's judgment call (i.e. safe/out, ball/strike, in/out, fouls, penalties, etc.).

- Dangerous use of equipment.

SPORTSMANSHIP

Good sportsmanship is vital to maintaining the appropriate recreational atmosphere of intramural sports. All intramural participants and spectators are expecting to conduct themselves in a civil and sporting manner at all times – before, during, and after contests. Behavior that promotes intolerance or prejudice, degrades any racial, ethnic, gender or religious group, infers an explicit sexual reference, demeans on the basis of skill or intellect or promotes destructive behavior is considered disrespectful to Lake Area Technical College and its members, and will be addressed and dealt with accordingly.

AUTOMATIC EXPULSION

Any administration of Lake Area Technical College has the right to suspend individuals or teams from further participation in the intramural program for violations of conduct befitting an intramural participant or team.

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 882-5000
Child Protection Hotline 866-847-7335
Watertown Resource Center 886-4300

Accident
Emergency 911
Prairie Lakes Healthcare System 882-7800
   401 9th Ave NW

Adult Basic Ed/English as a Second Language
Career Learning Center 882-5080

Alcohol and Drug Treatment
Human Service Agency……………... 886-0123
   123 19th St NE
After Hours Call 886-5841
Alcoholics Anonymous 886-9070

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

Counseling
Lake Area Tech Counselors 882-5284
Ext. 216
Human Service Agency………………..886-0123
Bridgeway Counseling 886-5262
Compass Counseling and
   Assessments Inc 520-0157
Dr Mark Bontreger Inc 882-0800
Glacial Lakes 886-3845
Lutheran Social Services 882-2740
Boys and Girls Club........................... 886-6666
County Health Nurse 882-5177

Cultural Center
Glacial Lakes Multicultural Center 878-2021

Driver's License Station
2001 9th Ave SW Ste 100 1-800-952-3696

Employment
Employment Connections 882-3710
Express Employment Professionals .. 886-7674
SD Department of Labor 882-5131
Student Services (ext 256) 882-5284

Family Planning Services
Watertown Family Planning Clinic ….. 882-1852

Food
Salvation Army 886-4030
Social Services (Food Stamps) 882-5000
WIC (Women, Infants, & Children) 882-5181
Cornerstone Church Food Pantry....... 886-2242

Free Meals
Monday
11:30 am Salvation Army
11:30 am Access Ministries
5:30 – 6:30 pm – The Banquet @ Grace Lutheran Church
Tuesday
7 – 8:30 am First United Methodist Church
11:30 am Salvation Army
Wednesday
11:30 am Salvation Army
11:30 am Access Ministries
Thursday
11:30 am Access Ministries
Friday
11:30 am Salvation Army
11:30 am Access Ministries *Salvation Army –*
   621 4th St SE
   Access Ministries – 25 W Kemp
Grace Lutheran Church – 202 2nd St SE
First United Methodist Church – 4 2nd Ave SE

Fuel Assistance
Social Services 882-5000
Interlake's Community Action 882-5965

GED (General Equivalency Diploma)
Career Learning Center 882-5080

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

Housing/Low Income Housing
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

Beacon Center Sexual Assault
Advocate 886-4300

Recreation

Prairie Lakes Wellness Center
1515 15th St NE............................ 882-6250

Watertown Park & Recreation Department
125 S. Broadway........................... 882-6260

Suicide Prevention   Call or Text 988

Human Service Agency Crisis Line (24/7)
605-886-0123

Transportation

Watertown Area Transit 882-5287

Lake City Cab Company 886-0080

Unemployment Insurance

South Dakota Dept. of Labor 882-5131

Veterans

Veterans Service Office 886-8511

Visually Impaired Service

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