

STUDENT SERVICES

Student Services at Lac Courte Oreilles Ojibwe College supplement the instructional programs and assist students towards a successful school entry, retention, and transfer to baccalaureate institutions. Student Services works with faculty advisors to ensure that students advance toward their degree. Student Services, working with TRIO Student Support Services, helps provide career assessment as well as career planning for students. Student Services also works to provide social options for students such as feasts and celebrations. Student Services has an open-door policy for students to stop by and visit.

ACADEMIC ADVISING

Faculty assist students with proper course selection, sequencing, addressing academic problems, and making career and transfer choices. All students are assigned an academic advisor upon admission to the college, based upon their career goals. Students are required to meet with their advisor when selecting courses each semester to discuss progress, and to plan for timely program completion. Academic advisors are full-time instructors and Outreach Site staff at LCOOC.

STUDENT FINANCIAL ACCOUNTS

Student accounts are managed through Dean of Academic Affairs and the Business Office. The Business Office disburses all financial aid refunds and provides a centralized place for students to make payments on their accounts for tuition, fees, textbooks, and other miscellaneous charges. Payment plans and third-party billing are also handled through the Business Office. If you have any questions about your student account, please feel free to contact the Business Office.

Office hours:

Monday-Friday 8:00am-4:30pm

CAMPUS SECURITY

The Lac Courte Oreilles Ojibwe College has adopted the motto of the Milwaukee School District's Public Safety Division when it comes to Campus Safety.

EDUCATION FIRST

The Lac Courte Oreilles Ojibwe College is firmly committed to providing a campus environment based on civility, respect, and the free expression of ideas. Consequently, the institution has a policy of "zero tolerance" for acts of violence, fear, harassment, and other forms of aggressive or intimidating behavior. Any threat or incident of campus violence must be reported, and all reports will be taken seriously and thoroughly investigated.

Violence and threats of violence are always prohibited on campus, especially whenever:

- the act, behavior or communication is abusive and could cause another person physical, emotional, or psychological harm
- the act, behavior or communication damages or threatens to damage property of the university or of an individual

Examples of campus violence include, but are not limited to:

- threats of harm to a person or their property
- brandishing a weapon or an object that appears to be a weapon
- intimidating, threatening, or directing abusive language toward another person
- stalking as defined by Wisconsin statute

- physical attacks on another person such as slapping, punching, pushing
- putting a fist close to another person's face or other such intimidating gestures
- making threats via the internet (e-mail or webpage)

REPORTING PROCEDURES

1. Acts of violence, or threatening, aggressive or disruptive behavior should be immediately reported to the Dean of Student Affairs. If the Dean is not available, it should be reported to any person in authority.
2. The person receiving the report must make an immediate and initial investigation to determine if the incident is 'ongoing'. Should this be the case, appropriate authorities should be summoned immediately. If incident has passed, names of witnesses should be obtained, facts gathered, and situation assessed.
3. An Incident Report must be completed and submitted to Dean of Student Affairs as soon as possible.
4. Incident will then become subject of College's Disciplinary Policy and/or may be turned over to local law enforcement agencies.

CARL D. PERKINS CAREER AND TECHNICAL ED. ACT (PERKINS IV)

Perkins funding is provided through a Federal act, Carl D. Perkins Career and Technical Education Act of 2006, established to improve career and technical education programs, integrate career and technical instruction, serve special populations, and meet gender equity needs. It provides an increased focus on the academic achievement of career and technical education students. LCOOC receives funding from three of the four priorities set by the State Board: Strengthening Career and Technical Education (CTE) Programs, Student Success, and Nontraditional Occupational (NTO) Training and Employment.

COLLEGE CATALOG

Copies of the LCOOC catalog are available in the Office of the Dean of Academic Affairs and the Office of the Registrar. The Catalog contains academic regulations, listing of administration, faculty, and employees, and other valuable information. Please study and retain the catalog for your year of entry at the college. Additionally, the catalog as well as the most current information will be available at the LCO College website at www.lco.edu.

COLLEGE CLOSINGS ANNOUNCEMENTS

In case of weather or other extreme conditions, the College may be forced to close. All students should check their e-mail account and the LCO College website (www.lco.edu).

Students should check the following media outlets for up-to-date information:

- WOJB FM 88.9
- WRLS FM 92.3
- WHSM FM 101.1
- WGMO 95.3
- WJMC FM 96.1
- WAQE FM 97.7

- WKFX FM 99.1
- WDIO Channel 10
- KBJR Channel 6 & 3

COMMUNITY EDUCATION UNITS (CEU'S)

Community education provides people with the opportunity to study topics of interest. Instruction often uses participatory or experiential methods in a workshop format instead of textbooks, term papers, lectures, or written examinations. There is no academic credit given for participation.

LCOOC Extension offers many community educational opportunities. Registration for community education workshops result in Community Education Units (CEU). These educational opportunities do not result in regular college credits. The workshops are open to the public not only students. There is no cost to participate in workshops and meals and supplies are provided. Each month a calendar of events is published and promoted via email, Facebook, flyers, and radio. Pre-registration is required and workshops with few registered participants are subject to cancellation.

DISABILITY SERVICES

Students who have a disability, either permanent or temporary, which might affect their ability to perform in a class, are encouraged to access Disability Services. Students with documented disabilities may be eligible to receive accommodations to ensure equitable participation.

In accordance with the American Disabilities Act, the college designates parking spaces for disabled visitors and students. There is a wheelchair available upon request. The campus is barrier free and accessible to those in wheelchairs.

EMERGENCY NOTIFICATION

In event of campus emergency, an all-call message will be sent to all phones on campus; including those phones located in the classroom. Depending upon the nature of the emergency, local radio stations may also be notified. E-mail messages will also be sent to students. Resolution of emergency will also be relayed via e-mail.

FIRE NOTIFICATION

In event of fire, a fire alarm will sound. Faculty and staff will lead all students to a gathering point located away from College buildings. The location of the assembly point on main campus will be the fire pit located on the southwest corner of the campus grounds. Periodically throughout the school year, fire drills will be held to familiarize students with fire locations. All classroom windows have been labeled so that in event of emergencies, people located within the room can notify emergency services as to their location.

GENERAL EDUCATION DEVELOPMENT (GED)/HIGH SCHOOL EQUIVALENCY PROGRAM (HSED)

The college offers support and programming for students to complete a General Education Development (GED), or a High School Equivalency Diploma (HSED). Instruction to prepare students for these tests is available on campus and at our outreach sites, and testing is conducted on a weekly basis during the academic year.

The first step to obtaining the GED/HSED is to start the process of enrolling in LCOOC. Once you have enrolled at the college you will meet with the GED/HSED Instructor who will assist you with completing the process. It is important to understand how the GED/HSED program works and the eligibility requirements.

The Wisconsin Department of Instruction is the official administering agency that oversees all GED/HSED Instruction in the state of Wisconsin (<http://dpi.wi.gov/ged>). It is very important to understand the requirements of pursuing your GED/HSED (http://dpi.wi.gov/sites/default/files/imce/ged/pdf/QandA_GED_062116_Q.pdf):

- What is the difference between the GED and the HSED?
 - The GED test consists of a battery of tests to measure competency in math, science, social studies, and language arts. Persons who pass only the GED test battery qualify for a GED certificate issued by the Department of Public Instruction.
 - Wisconsin's version has four additional subject areas and is called the HSED. It consists of the GED test battery as well as health, civic literacy, employability skills, and career awareness.
- Who is eligible to pursue a GED or HSED in Wisconsin?
 - A person must reside in Wisconsin for at least 10 days or be a migrant worker or the child of a migrant worker to be eligible for Wisconsin's High School Equivalency Diploma or Certificate of General Educational Development.
 - A person must also be at least 18.5 years of age or have proof that the class they entered 9th grade with has graduated. Youth 17 to 18.5 years of age may access the HSED only through an s.118.15 contract, a juvenile correctional facility, or the Challenge Academy.
- What is the cost?
 - Each test costs \$33.75 and the credential or transcript is \$15.00 each. There are several programs that may assist individuals with these fees.

All individuals who pursue their GED/HSED must create an account at MyGED (<https://ged.com/>). This is where all the official documents, study materials, practice tests, official tests, and test scores are maintained.

HEALTH SERVICES

All health services are handled by referral. The LCO Health Center meets the medical, dental, and mental health needs of Native American students. Referrals may also be made for alcohol or drug abuse problems, a tribally operated Bizhikii Wellness Center, domestic abuse shelter, respite care, day care, or Head Start. LCOOC may facilitate referral of services but assumes no financial obligation whatsoever. Please see Dean of Student Affairs for more information.

HOUSING

At present there is no on-campus housing halls. All off-campus housing is in the form of privately owned units available through the LCO Housing Authority. You will need to check the newspaper ads or apply to be put on the housing list at the LCO Housing Authority. No recommendations or referrals are available through the college currently. The College assumes no responsibility for the outcome of such an ad.

THE LEARNING CENTER - ENDAZHI-NANDA-GIKENDAMANG – “THE PLACE WHERE WE ALL LEARN”

TLC MISSION

The mission of the Learning Center is to equip our diverse student population with the necessary resources to improve their academic performance. We strive to promote student success, enhance student performance, and increase student retention. We work with each student individually to identify realistic academic goals as well as address other academic and non-academic concerns. Ultimately, the efforts of TLC will help retain students so they may be academically successful and graduate.

The Learning Center (TLC) is a FREE resource for all LCOOC students! We have a great team of peer tutors who are successful students that offer individualized and group tutoring sessions and study groups within their area of study. Our goal is full assistance—this means that you can come in with any kind of assignment at any stage in your process and we will work with you in whatever way is most beneficial. This might include problem solving, outlining, and editing, study skills review, oral coaching, or any number of other strategies. This help is individualized and customizable.

In addition to tutoring services, TLC offers assistance with academic skill areas such as note taking, time management, test taking skills, etc. TLC is also host to several other services including: Career Planning and Job Readiness, Admissions, Financial Aid, Registration, and Scholarship Assistance, a College Fair, College visits, Loyalty Program, Language Table, and more.

We also offer several amenities for student use including computer usage, study areas, DVD tutorials, and large screen TV's for practicing presentations.

WHEN TO GET HELP

- Falling behind on assignments
- Feeling confused or lost in class
- Not sure how or what to study
- Struggling in any way
- Dreading classes
- Skipping classes
- Have a learning disability
- Have had trouble in school before
- First-time college student
- Returning student
- On academic probation
- Need a little extra help

LIBRARY SERVICES

The mission of the Lac Courte Oreilles Ojibwe College Community Library is to provide quality materials and services that fulfill the educational, informational, cultural, and recreational needs of the community while supporting the college mission with its emphasis on advancing language, culture, and history of the Ojibwa.

The Lac Courte Oreilles Ojibwe College Community Library plays a dual role as it provides services to both the college and to the community at large. The library collection includes both popular and college curriculum materials. A special Native American collection features books, periodicals, microfilms, video and audio recordings, photographs, and maps. The library provides quiet study areas, conference rooms, a children's section, computer access, and a comfortable seating area in a stylized wigwam with a fireplace.

The library web page (www.lco.edu/library/res) offers access to the library catalog and periodical databases that include *JSTOR*, *Ethnic Newswatch*, and *EbscoHost*. Students and staff can request passwords for these databases for off-campus access. The library is a member of the Northern Waters Library Service Merlin Consortium. Cardholders can use their library card at all member libraries in Northwest Wisconsin. Materials can also be ordered from other libraries through interlibrary loan.

The library is open Monday through Friday from 8:00 a.m. to 4:30 p.m. Night hours are offered when the college is in session. Library cards are available to everyone from first grade on up.

MIGIZI CULTURAL RESOURCE CENTER

The Migizi Cultural Resource Center is dedicated to the education, discovery, preservation, and transmittal of history, language, literature, and cultural values and wisdom of the Lac Courte Oreilles People.

The Migizi Cultural Resource Center is a living cultural arts and teaching center with a classroom, display and gathering area, climate-controlled storage center, and offices. The Center features displays and exhibits that consist of Native art, quilts, beadwork, artifacts, and photographs. It is also utilized for ceremonies, workshops and programs that are open to the community.

MISSING STUDENT

Due to the nature of a commuter campus, it is often difficult to ascertain whether a student is ‘missing’ or has simply not shown up for class for legitimate reasons. However, this does not abdicate the responsibility that the college has toward verifying the health and safety of its students. Should a student, faculty or employee member feel that a student is ‘missing’, they should contact the Dean of Student Affairs immediately. The Dean will then utilize the resources that they have at their disposal to ascertain and verify the disposition of the student. While the exact nature of the student’s absence may not be disclosed, the reporter will be informed that action has taken place.

NONTRADITIONAL OCCUPATIONAL (NTO) TRAINING AND EMPLOYMENT

Nontraditional refers to occupations or fields of work, including careers in allied health, technology, and other high-skill occupations, for which individuals from one gender comprise less than 25% of the individuals employed in these fields of study.

NONTRADITIONAL PROGRAMS FOR WOMEN:

- Agriculture and Natural Resource Management: Land (A.A.S.)

NONTRADITIONAL PROGRAMS FOR MEN:

- Human Services (A.A.)
- Early Childhood (A.A.)
- Nursing (A.D.N.)
- Pre-Nursing (A.S.)
- AODO (Certificate)
- Office Support Specialist (Certificate)
- Personal Care Worker (Certificate)

Nontraditional students are encouraged to apply to the Student Success program.

PARKING

LCOOC strives to ensure adequate parking areas for students and employees. Students may not park in the handicapped designated areas, without the special permit, or in the special designated parking places. Anyone using the handicapped parking spots must be prepared, when asked, to provide proper documentation as provided by the Department of Transportation and signed by their physician.

PROJECT SUCCESS EMERGENCY AID PROGRAM

The Project Success Emergency Aid Program allows us the opportunity to reduce our students' financial stress through the provision of grants for unanticipated emergencies. Unanticipated emergencies might include Child Care, Utilities, Vehicle Repairs/Maintenance, and Medical Expenses. Students will complete an application on the Scholarship America website, detailing their financial emergency. A LCOCC committee will review the application, and if approved expenses up will be paid within two business days to the third-party vendor. By quickly removing financial distractions, students can refocus on their studies and continue toward graduation.

We want all our students to have the opportunity to stay focused on their path to completing a certificate or college degree, and the Project Success Emergency Aid Program helps to make this possible.

For more information about the Project Success Emergency Aid Program please contact Wes Wilson at wwilson@lco.edu or 715-634-4790 ext. 112.

STRENGTHENING CTE PROGRAMS

Congress first authorized the Carl Perkins Act (CTE) in 1984 with the express goal of providing individuals with the academic and technical knowledge and skills they need to prepare for careers in current or emerging employment fields. Career and Technical Education is associated with higher graduation rates and higher career earnings.

Currently, the most common uses of the program's funds included occupationally relevant equipment, vocational curriculum materials, materials for learning labs, curriculum development or modification, staff development, career counseling and guidance activities, supplemental services for special populations, and expansion of tech prep programs.

STUDENT BILLING

It is the responsibility of the student to ensure that all bills to the college are paid in full. Students who apply for admissions must apply for Financial Aid or set up a payment plan with the Business Office to ensure payment. Students who are in arrears may have their registration for subsequent semesters delayed until payment is received. Students will also have the option to use current financial aid awards applied towards past due balances with the "Withholding Financial Aid Funds" form. Form can be found on the website at www.lco.edu. ([Bookstore & Student Accounts](#)). If any questions about billing, please contact the Business Office.

STUDENT EMAIL ACCOUNT

All LCOOC students will be provided with an LCOOC email account. Email is the College's official means of communication with students. **All-important announcements by the College will be sent to your student email Account.** Any problems or issues with your email Account should be brought to the attention to the IT Department for immediate resolution.

STUDENT SUCCESS

Student Success participants receive direct student and support services designed to assist "at-risk" students to participate and complete career and technical education program courses, graduate from applied associate degree, one- or two-year technical diploma, or apprenticeship program, and obtain employment in a field related to their career and technical education program. To be designated as an "at-risk" student, students must belong to one of the following categories: single parent, displaced homemaker, academically disadvantaged, limited English proficiency, economically disadvantaged, preparing for a nontraditional occupation, or have a physical or learning disability. To qualify for the Student Success program students must be an at-risk student, concurrently enrolled in six (6) or more vocational/technical credits per semester, which count towards graduation, and be accepted into a CTE program of study. The Student Success program cannot accept students in the following degree plans: Liberal Arts, Science, and Native American Studies.

Student Success offers a variety of services designed to enable its participants to be successful college students. These services include professional/peer tutoring, success/study courses, academic, career, and employment counseling, Disability Services - Linda Johnston, emergency transportation funding, and loaning of adaptive equipment (including laptops and kindles). Services are available free of charge to qualifying participants.

STUDENT SUPPORT SERVICES/TRIO

The LCO Community College Student Support Services/TRiO program is designed to assist students in having a successful college experience at LCO Community College and beyond. Funded by a U.S. Department of Education federal TRiO grant, Student Support Services (SSS) is staffed by professional educators who are experienced and skilled at providing services to students that will help them overcome obstacles in obtaining their degree. Academic services include academic advising, assistance with FAFSA and scholarship applications, professional tutoring services, and transfer advising for matriculation to 4-year colleges after graduation. Personal services include educational aids for Financial Literacy to enable stronger money management skills, personal counseling to encourage personal growth and enhance critical thinking skills, and referrals to outside agencies as needed or requested, as well as cultural activities to fortify the soul.

The SSS program at main campus is located at the end of the hall in the 100-wing. The area has a computer lab, a community area with couches, tables, and areas for private conversations as requested. There is also an SSS staff member at each of the three outreach sites. The SSS program has limited spaces for students, so students are encouraged to apply for the program as soon as possible each semester. Students will be notified of acceptance into the program. The LCO SSS program promotes an atmosphere of an active community of students and learners, where all are welcome, and services are readily available.

STUDENT TRANSPORTATION

The Sawyer County and LCO Transit operates a fleet of shuttles that service the LCO Reservation and the surrounding communities. Students may choose to ride the shuttle at a nominal fee regularly or on an emergency basis. Please contact their office to schedule services.

TECHNOLOGY

LCOOC is committed to staying on the cutting edge of technology, not only in teaching methods, but in student access as well. To this end, the LCOOC Main Campus has the following:

- Open computer labs as well as computer classrooms
- Access to high quality networked printers
- Internet connectivity – both wired and wireless
- College-issued email addresses for all students
- Access to online student portals for courses, registration, and academic information
- Interactive Television (ITV) studios for distance learning campuses
- Various online course options
- Classroom projection system
- Touchscreen/Whiteboard technology for in-class and distance learning opportunities
- Integration of technology throughout the curriculum
- Help Desk for students with technology related questions or problems (Main Campus).

The Help Desk is available at helpme@lco.edu

VIRTUAL BOOKSTORE

The LCO Community College bookstore is located online as a virtual bookstore with eCampus at www.lco.ecampus.com. This gives students more purchasing options (new, used, rental, eBook) that can help students save money. Students that wish to use the rental option for purchasing textbooks, will need to have a debit/credit card on file with eCampus for collateral (card will only be charged if textbook rentals are not returned). We are committed to supplying the materials and resources required for success in all our LCO course offerings, with the highest level of convenience and service to our students. There are student guides on how to order textbooks, do book buy back, return textbooks, return rentals, and more located on the website at www.lco.edu (Students, Bookstore & Student Accounts). If you have any questions or concerns regarding the virtual bookstore, please contact the Dean of Academic Affairs.

Students can return their textbooks 30 days from the start of classes for a refund less a 10% restocking fee. The restocking fee and shipping charges will remain on the student account and will be the student's responsibility to pay.

Business Office Hours:

Monday-Friday 8:00am-4:30pm

WORK-BASED LEARNING PROGRAM

The Work Based Learning (WBL) Program is designed to assist students with their career planning process. As with all Career Planning there are three questions, we will assist students in answering for themselves: Who am I? Where am I going? How do I get there?

The College recognizes the challenges students face in meeting the financial obligations of attending college and this program will work towards assisting students. We strive to provide meaningful experiences that will improve the student's employability skills. This is accomplished through three facets of the Work Based Learning Program. Students may be part of all one, two, or all three facets of the program.

PAID INTERNSHIPS

Paid internships will provide a way for students to earn pay while they learn about and explore their chosen career field. Students who take advantage of the paid internships will earn a competitive wage while deciding if this career choice is right for them.

Work Based Learning has a large network of local businesses and nonprofit organizations that are eager to host an LCOOC Student Intern. Employers hosting a student intern are provided with the unique opportunity to create their own pool of skilled and motivated future employees, improve retention, reduce training time and costs, and showcasing a positive image within the community.

CAREER EXPLORATION AND PROFESSIONAL DEVELOPMENT

Career Exploration and Professional Development are great ways for students to upgrade their employability skills while learning key factors about themselves to make good decisions for their own futures. There are several ways these services are provided to students.

Career Exploration is the process in which the student chooses an educational path which fits their interests, skills, and abilities. Career Exploration at LCOOC provides students with opportunities to learn more about themselves and the careers that may be a good match for them. This is accomplished through self-assessments, paid internships, career fairs, and guest speakers.

Professional Development is the process of improving and increasing individual work capabilities through continually seeking education and training opportunities. Professional Development at LCOOC provides students with opportunities to continually upgrade their employability skills through faculty requested student group travel to relevant conferences, workshops, and seminars. The College also offers Professional Development opportunities onsite by either sponsoring or hosting conferences, workshops, and seminars.

FINANCIAL ASSISTANCE

Financial Assistance provides basic school and work supplies to students. This portion of the program also assists with testing fees, transfer fees, student travel, and other financial assistance that is allowed by the funding agency. The student should bring all college concerns related to financial need to the Work Based Learning Program Director and together we will try to find a reasonable solution. Work Based Learning is dedicated to upgrading employability skills and providing professional development skills to all students. We have assisted students with producing employment portfolios, developing cover letters and resumes. Work Based Learning provides in-class services to instructors and students as well as providing tips and techniques to assist students in professionalism.