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

VISION
To be recognized as a center of academic excellence that advances the Anishinaabe worldview and empowers life-long learners who are fully engaged citizens, stewards, and leaders.
DEAN OF STUDENTS & EMERGENCY AID FUNDS:
Jorge Mendoza:  jorge.mendoza@lltc.edu / 218-335-4262

EMERGENCY ITEMS:

Food/Gas - Cass Lake:  roselynn.jones@lltc.edu / 218-335-4211
Food/Gas - Bemidji:  samantha.fairbanks@lltc.edu / 218-335-4218
Pantry Items / Food:  valerie.smith@lltc.edu / 218-335-4278
Laptops / Hotspots:  brady.fairbanks@lltc.edu / 218-335-4256

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

OTHER SUPPORT IN STUDENT SERVICES:

Learning Center:  kim.dickson@lltc.edu / 218-335-4242
Tutoring Support:  tutorhelp@lltc.edu / (text)
Registrar:  stacey.lundberg@lltc.edu / 218-335-4262
Admissions:  valerie.smith@lltc.edu / 218-335-4286

OTHER SUPPORT ON CAMPUS:

Distance Education:  antonio.arce@lltc.edu / 218-335-4252
https://lltc.instructure.com/courses/414/pages/students-quick-access
Bookstore:  emily.nordstrom@lltc.edu / 218-335-4214
CHECK YOUR CLASS SCHEDULE AND UNOFFICIAL TRANSCRIPTS

Step 1: Log-in to your Student Portal
http://my.lltc.edu/ics

Step 2: Click on “STUDENTS”

Step 3: Click on “REGISTRATION”

Step 4: Click on “DEFAULT PAGE”

Step 5: Click on “STUDENT SCHEDULE” OR OTHER OPTIONS

Accessing your Attendance:
1. Click “Students”
2. Click “My Courses”
3. Select course you want attendance for
4. Click “Attendance”
5. Repeat for other courses you need attendance for.

https://my.lltc.edu/ics
Contact: roselynn.jones@lltc.edu / 218-335-4211
INSTRUCTIONS

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

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

https://www.lltc.edu/orientation/
1. Go to [www.lltc.edu](https://www.lltc.edu) (Google Chrome Browser)

2. Select E-mail

3. Select “Advance”

Your connection is not fully secure

This site uses an outdated security configuration, which may expose your information (for example, passwords, messages, or credit cards) when it is sent to this site.

4. Select “Proceed to exmail.lltc.edu”

Your connection is not fully secure

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

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

6. Login

Contact: bob.moran@lltc.edu / 218-335-4230
HOW TO CHECK YOUR DEGREE AUDIT
(COURSE NEEDS/ADVISING WORKSHEET)

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


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https://www.lltc.edu/contact/campus-directory/
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https://www.lltc.edu/contact/campus-directory/
DISTANCE EDUCATION PROGRAM

STUDENT ONLINE LEARNER ORIENTATION SUPPORT

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

BASIC COMPUTER SKILLS

http://lltcdistanceducation.atspace.cc/basictutorial.htm

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

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

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


https://www.grammarly.com/

LLTC CAMPUS WI-FI

Monday-Fridays: 7am - 7pm
Saturday-Sunday: 9am - 9pm
Resources available to our students: These services are FREE!

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

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

https://www.lltc.edu/resources/learning-center/
Contact: kim.dickson@lltc.edu / 218-335-4242
Join us every Monday at 12pm for Monday Drum! We like to start our week off at LLTC in the Drum Room with weekly announcements and updates from our faculty and staff members followed by a healthy lunch provided to all of our students.

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

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LLTC BOOKSTORE

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

www.lltcbookstore.com

https://www.lltc.edu/resources/bookstoreprintshop/
Contact: emily.nordstrom@lltc.edu / 218-335-4214
<table>
<thead>
<tr>
<th>Event</th>
<th>FALL 2020</th>
<th>SPRING 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day to apply for fall/spring term</td>
<td>August 14</td>
<td>January 2</td>
</tr>
<tr>
<td>Faculty in-service</td>
<td>August 17-21</td>
<td>January 4-8</td>
</tr>
<tr>
<td>Student orientation</td>
<td>August 20-21</td>
<td>January 8</td>
</tr>
<tr>
<td>Registration closes</td>
<td>August 21</td>
<td>January 8</td>
</tr>
<tr>
<td>Classes begin</td>
<td>August 24</td>
<td>January 11</td>
</tr>
<tr>
<td>Martin Luther King Jr. Day: campus closed</td>
<td>X</td>
<td>January 18</td>
</tr>
<tr>
<td>Last day to add/drop</td>
<td>September 1</td>
<td>January 19</td>
</tr>
<tr>
<td>Labor Day: campus closed</td>
<td>September 7</td>
<td>X</td>
</tr>
<tr>
<td>Graduation applications due</td>
<td>X</td>
<td>January 22</td>
</tr>
<tr>
<td>Fall incompletes due</td>
<td>X</td>
<td>February 1</td>
</tr>
<tr>
<td>President’s Day: campus closed</td>
<td>X</td>
<td>February 15</td>
</tr>
<tr>
<td>Midterms</td>
<td>October 8-14</td>
<td>March 1-5</td>
</tr>
<tr>
<td>Assessment Days: no classes</td>
<td>October 15 &amp; 16</td>
<td>X</td>
</tr>
<tr>
<td>Midterm grades due</td>
<td>October 20 (by Noon)</td>
<td>March 9 (by Noon)</td>
</tr>
<tr>
<td>Spring break - no classes</td>
<td>X</td>
<td>Based on AIHEC</td>
</tr>
<tr>
<td>Advising Week</td>
<td>October 26-30</td>
<td>March 22-26</td>
</tr>
<tr>
<td>Last day to withdraw</td>
<td>November 2</td>
<td>March 24</td>
</tr>
<tr>
<td>Registration for spring/fall term begins</td>
<td>November 9</td>
<td>March 29</td>
</tr>
<tr>
<td>Veteran’s Day: campus closed</td>
<td>November 11</td>
<td>X</td>
</tr>
<tr>
<td>Good Friday: campus closed</td>
<td>X</td>
<td>April 2</td>
</tr>
<tr>
<td>Thanksgiving Break: campus closed</td>
<td>November 26-27</td>
<td>X</td>
</tr>
<tr>
<td>Last day of classes</td>
<td>December 8</td>
<td>April 30</td>
</tr>
<tr>
<td>Book Buy Back in bookstore</td>
<td>December 7-11</td>
<td>May 3-7</td>
</tr>
<tr>
<td>Finals</td>
<td>December 9-15</td>
<td>May 3-6</td>
</tr>
<tr>
<td>Final grades due</td>
<td>December 16 (by Noon)</td>
<td>May 10 (by Noon)</td>
</tr>
<tr>
<td>Winter Break: no classes</td>
<td>December 16 - January 10</td>
<td>X</td>
</tr>
<tr>
<td>Faculty in-service</td>
<td>December 17</td>
<td>May 11-14</td>
</tr>
<tr>
<td>Christmas Break: campus closed</td>
<td>December 24 &amp; 25</td>
<td>X</td>
</tr>
<tr>
<td>New Years Break: campus closed</td>
<td>December 31 &amp; January 1</td>
<td>X</td>
</tr>
<tr>
<td>Graduation</td>
<td>X</td>
<td>May 15</td>
</tr>
<tr>
<td>Summer classes begin</td>
<td>X</td>
<td>June 1</td>
</tr>
<tr>
<td>Spring incompletes due</td>
<td>X</td>
<td>June 28</td>
</tr>
<tr>
<td>Summer session ends</td>
<td>X</td>
<td>July 16</td>
</tr>
</tbody>
</table>
Slow the Spread of COVID-19

- Wash your hands often
- When out with your friends, wear a mask
- And stay 6 feet apart from others
- Clean frequently touched objects
- Do not touch your eyes, nose, and mouth
- Cover your coughs and sneezes
- Stay home if you are sick

CDC.gov/coronavirus
CAMPUS COMPASS

1 - Mitigominh Wigamig (Oak Hall)
Classroom Numbers 100+
A. Main Entrance/Reception Desk 101
B. Security Office 102
C. Computer Labs 105 & 111
D. IT Department (Tech Support) 112
E. Print Shop/Bookstore 118
F. Maintenance Office 119

2 - Giizhiikaandag Wigamig (Cedar Hall)
Classroom Numbers 200+
A. Main Entrance/Reception Desk 200
B. Student Lounge 201
C. Computer Labs 205
D. Student Services 207
E. Financial Aid Office 210 E
F. Finance Office 211
G. Adult Basic Education 213

3 - Agindaasoo Wigamig (Library)
Classroom Numbers 300+
A. Learning Center 301
B. Academic Tutoring / Quiet Study Areas

4 - Wigwaasi Wigamig (Birch Building)
Early Headstart

5 - Wonezhazewong Wigamig / Clem Nason Building
(Where the River Meets the Lake Building)
A. Construction Trades Classrooms
B. Construction Trades Classrooms
C. Storage & School Vehicles

6 - Iniaatig Wigamig (Maple Building)
Construction Trades Classrooms

7 - Ogichidaag Wigamig (Warrior's Building)
Construction Trades Classrooms