Our Mission: Leech Lake Tribal College provides quality higher education grounded in Anishinaabe values.

We observe and value the Seven Grandfather Teachings.
Administration Team

Vikki Howard
Dean of Academics
(218) 335-4255
vikki.howard@lltc.edu

Bill Fredrickson
Director of Operations and Deputy Title IX Coordinator
(218) 335-4234
bill.fredrickson@lltc.edu

Helen Montgomery
Interim President
(218) 335-4280
helen.montgomery@lltc.edu

Jorge Mendoza
Dean of Student Services and Deputy Title IX Coordinator
(218) 335-4262
jorge.mendoza@lltc.edu

Carol White
Interim Director of Human Resources and Title IX Coordinator
(218) 335-4234
Melissa.mcfarlane@lltc.edu
Wiidookaagewin "The Helping Room"
Student Services

Mission Statement: To focus on student success through collaboration of support services in a respectful, efficient and welcoming environment.

- Advising
- Athletics
- Recruitment

- Registrar
- Admissions
- Dean of Students

https://www.lltc.edu/student-services/
Academics

INSTRUCTORS

Nyleta Belgarde
Rochelle Carpenter
Elaine Flaming
Neah Goodwin
Anya Hake
Frank Homer
Bob Jourdain
Eric Kuha
Stacie Lyon
Melinda Neville
Kelly Nipp
Ryan O’Leary
Saul Saucedo
Steve Smith
Audry Thayer
Joel Verschay

https://www.lltc.edu/contact/campus-directory/
Distance Education

STUDENTS ONLINE LEARNER OR... SOLOS

LLTC STUDENT RESOURCES LLTC

LLTC COMPUTER BASICS SKILLS LLTC

SCHOLARSHIP RESOURCES SCHOLARSHIP

CANVAS

ZOOM

Antonio Arce
Phone: 218-335-4252
antonio.arce@lltc.edu

https://lltc.instructure.com/courses/353
Mission Statement: To support students academically guided by training that is designed to meet the needs of LLTC’s diverse population and is grounded in Anishinaabe values.

Tutoring service:

- Text to tutoring. Instead of a phone number entered while texting, enter this: tutorhelp@lltc.edu. This functions the same as any other text message, so you may send photos of your work also. The hours of operation: Monday-Friday from 9AM-12PM and 1PM-4PM.
- In person tutoring is available, for vaccinated students. The Learning Center and Library are open M-TH 8-4:30 and Friday’s 8-12.
- Tutoring Zoom meetings can be arranged by contacting the Learning Center Director, Kim Dickson at kim.dickson@lltc.edu or 218-335-4242.
- Professional Reading/Writing Coach joel.verschay@lltc.edu, Professional Math Tutor neah.goodwin@lltc.edu.

https://www.lltc.edu/resources/learning-center/
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Financial Aid

• Glen Sawa the Financial Aid Director, 218-335-4270 or glen.sawa@lltc.edu

• My job is to ensure you have completed the requirements to receive any Financial Aid due to you through Federal Student Aid, MN State Grant and MN Indian Scholarship Program.

• The first thing you have to do in order to qualify for any of the above types of financial aid is to complete the FAFSA. If you have not completed the FASFA, please go to fafsa.gov or download the app for fafsa.gov and complete the application. Please contact me at the information above if you require assistance completing the application.

• Be aware, after I receive your student record from your FAFSA application, the government may require additional documentation for you to qualify for student aid.

• Another part of my duties is to provide budgets and process any scholarships or grants you receive from various entities including Tribal scholarships. You will receive this scholarship money only after LLTC has received the money from the entity giving you the scholarship.

• Your job as a student is to go to class. If you fail to attend classes for 14 consecutive days, you will be withdrawn. This could result in aid money being returned and you owing money back to LLTC.

https://www.lltc.edu/financial-aid/
Campus Security

**Commercial Smoke Free Campus** - This college campus is smoke free. This includes all vehicles that are on the campus and vaping.

**Drug and Alcohol Free Campus** - If you had an eventful evening because the Vikings won the Super Bowl and are still under the influence, stay home! It’s better to stay home for our security and yours.

**Weapons ARE NOT ALLOWED!** - This includes guns, knives, and explosives.

**Bullying/Harassment/Sexual Harassment/Stalking or Being Creepy Will Not be Tolerated** - We want everyone to feel comfortable in our college community and respect other people’s boundaries. I have an open door policy. Feel free to swing in if you have any concerns.

**Snow Days** - As of right now, we follow the C.L. – B. School District weather announcement. If the C.L. – B. School District is closed due to poor weather, we are also closed. Use your own discretion on snowy, icy, or below freezing weather. If you don’t feel safe, stay home. **Contact your instructor!**

**Lost and Found** - If you lost something, notify me or Glenda. If you have found someone else’s belonging, please bring it to my office or drop it off to Glenda (Oak Hall Receptionist).

**Cameras** - The cameras are always on and recording inside and outside of the buildings.

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John "JR" Robinson  
Campus Security Officer and Title IX Investigator  
(218) 335-4260  
john.robinson@lltc.edu
Information Technology “IT” Department

- Helps with password reset
- How to use technology
- Trouble shoot any tech issues
- Does not work on personal computers
- Bob Moran (218-335-4230), Dave Anderson (218-335-4233), and Jim Baird 218-335-4223

ITG <InformationTechnology@lltc.edu>
Bookstore

Please visit [www.lltcbookstore.com](http://www.lltcbookstore.com) to find your course list and order books.

All books & codes are **FREE** this semester if ordered through the campus bookstore!

CLICK ON THE "TEXTBOOKS" TAB

Find your course materials here.

CLICK ON "HOW TO ORDER BOOKS"

Order your books online here.

**Emily Nordstrom**

Print Shop | Bookstore  
(218) 335-4214  
emily.nordstrom@lltc.edu
Dear LLTC Students and Families,

First and foremost, all of us at Leech Lake Tribal College are hopeful that you are staying safe, healthy, and resilient! We at LLTC are so proud of all you for pushing through this summer and now continuing to engage the challenges of the Fall 2020 semester.

LLTC wants you to know that we are continuing to look and set initiative in place to support you in moving forward with your goals. Within this message we are providing updated guidance and information to assist you in planning your Spring 2021 semester.

Online and Hybrid Learning

What this means for you as a student is that:

1. Class will be identified as Online-Synchronous, Online-Asynchronous, Polysynchronous or Hybrid.
2. Online-Synchronous class: Is a class that requires students and instructors to be online at the same time. An example of a synchronous class is a live lecture that is streamed to students over the web (Zoom).
3. Online-Asynchronous class: Is a class where the instructors provides reading materials, recorded lectures, tests, and assignments that can be accessed at any time during a specified period as outlined by your instructor.
4. Polysynchronous class: Will meet once per week via a zoom session and all other class materials will be posted in CANVAS, i.e. reading assignments, recorded lectures, tests, course modules.
5. Hybrid class: Is a class in which some course instruction and activities take place in a face-to-face method in a classroom (instructor and students together in one location), and some take place online. This primarily will apply to carpentry and construction hands-on requirements, along with laboratory requirements within the science classes.
6. In order to assist our students and facilitate online learning LLTC is able to sign-out laptops and Internet Hotspots for students (devices are limited and are first come first serve basis). Please contact Student Services for details.
7. See current Spring 2021 Schedule at https://www.lltc.edu/wp-content/uploads/2020/11/Spring-21-Class-Schedule.pdf to see how classes have been divided into four different delivery methods (Online-Synchronous, Online-Asynchronous, Online-Polysynchronous, or Hybrid).

All students, faculty, staff, and visitors to campus or participating in off-campus college activities will be required to:

1. Students, please consider online options if you believe or know yourself to be a higher risk for severe illness individual (including older adults and people of all ages with certain underlying medical conditions).
2. When attending a hybrid session or whenever needing to visit campus; all must enter the campus through the main entrance to Oak Hall (for proper COVID-19 screening).
4. Do not come to campus or attend an off-campus college activity if you screen positive for symptoms of COVID 19.
   a. Return home and notify your instructor and the Student Services Team immediately (StudentServices@lltc.edu).
5. If you develop symptoms while on campus, notify your instructor or a college staff/ faculty member immediately. Immediately separate yourself from all other students, faculty, and staff. After informing the college go home or to a healthcare facility, depending on how severe the symptoms are.
6. To report COVID-19 Related concerns please call 218-751-5430 (Bemidji) or 218-335-3200 (Cass Lake).
7. All individuals will wear a mask on campus or attending off-campus activities, while in the common areas. If you do not have one, one will be provided for you at the screening station.
8. Gloves will be required in all High Traffic areas.
9. Wash hands often with soap and water or an alcohol-based sanitizer.
10. Maintain social distancing of 6ft between individuals in the classrooms or common areas.
11. Do not congregate in hallways or common areas.
12. Adhere to classroom capacity limitations

Please contact us with any questions or concerns at StudentServices@lltc.edu or call us at 218-335-4220/4211/4262.

Keys to Your Success!

- Communicate with your instructors constantly
- Attend all your class meetings
- Turn in your assignments on time
- Ask for assistance early (do not wait)

https://www.lltc.edu/