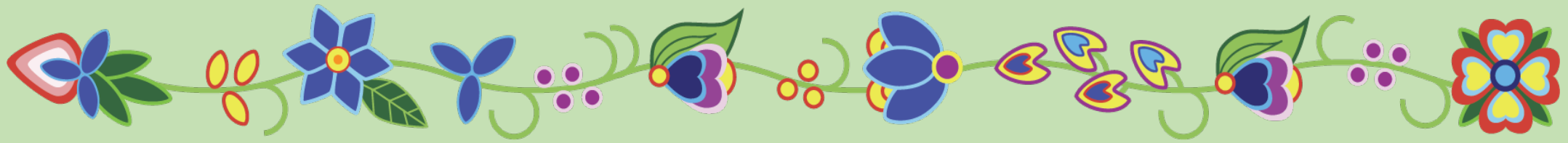


Student Orientation Fall 2022



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



We observe and value the Seven Grandfather Teachings



Administration Team



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



TBD

Dean of Academics
(218) 335-4255

@lltc.edu



TBD

Director of Operations and
Deputy Title IX Coordinator
(218) 335-4234

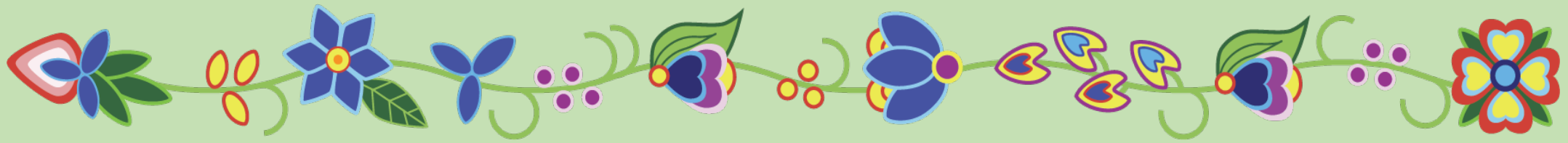
@lltc.edu



Carol White

Interim Director of Human
Resources and Title IX
Coordinator
(218) 335-4234

Carol.white@lltc.edu

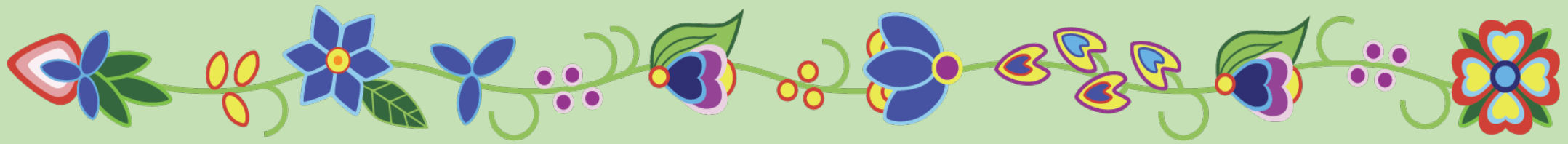


Wiidookaagewin *"The Helping Room"*

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



Academics

INSTRUCTORS



Nyleta
Belgarde



Rochelle
Carpenter



Elaine
Flaming



Neah
Goodwin



Anyea
Hake



Frank
Homer



Bob
Jourdain



Eric
Kuha



Stacie
Lyon



Melinda
Neville



Kelly
Nipp



Ryan
O'Leary



Saul
Saucedo



Brent
Silvis

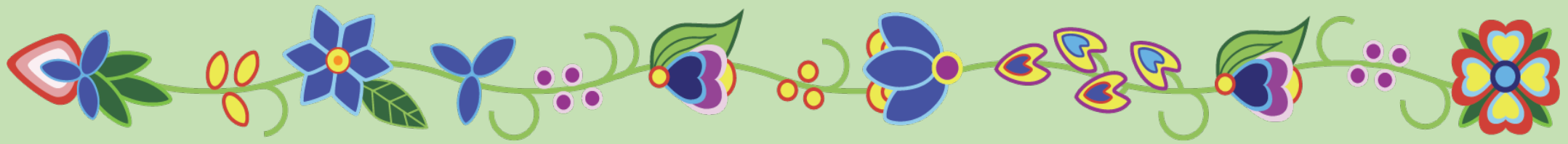


Audry
Thayer

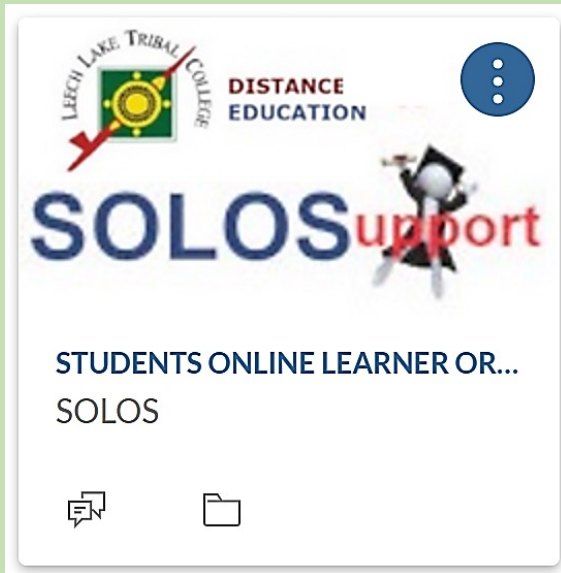


Monique
Poulsen

<https://www.lltc.edu/contact/campus-directory/>



Distance Education

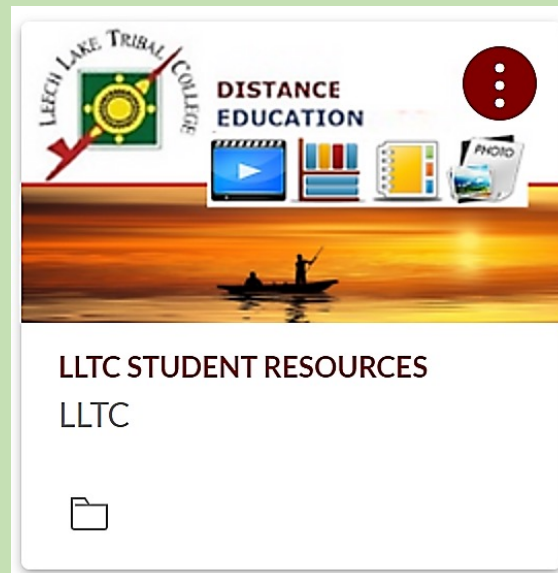


LEECH LAKE TRIBAL COLLEGE
DISTANCE
EDUCATION

SOLOS support

STUDENTS ONLINE LEARNER OR...
SOLOS

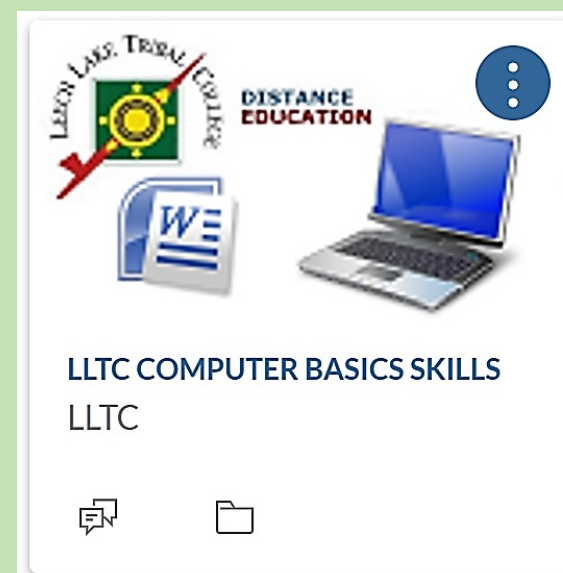
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LEECH LAKE TRIBAL COLLEGE
DISTANCE
EDUCATION

LLTC STUDENT RESOURCES
LLTC

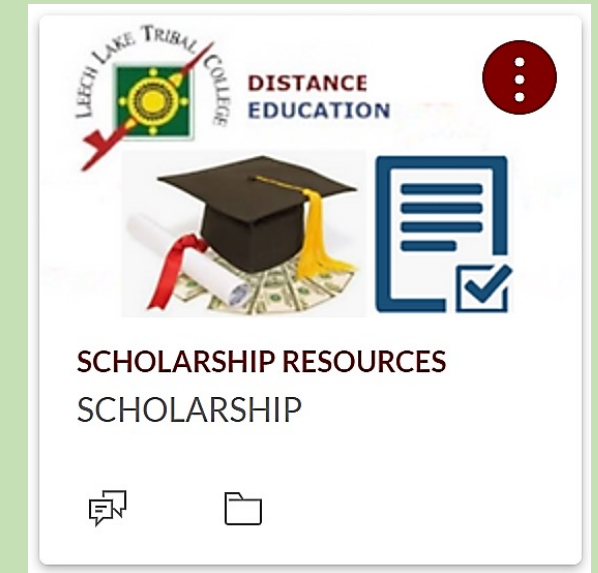
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LEECH LAKE TRIBAL COLLEGE
DISTANCE
EDUCATION

LLTC COMPUTER BASICS SKILLS
LLTC

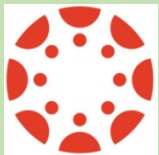
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LEECH LAKE TRIBAL COLLEGE
DISTANCE
EDUCATION

SCHOLARSHIP RESOURCES
SCHOLARSHIP

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CANVAS

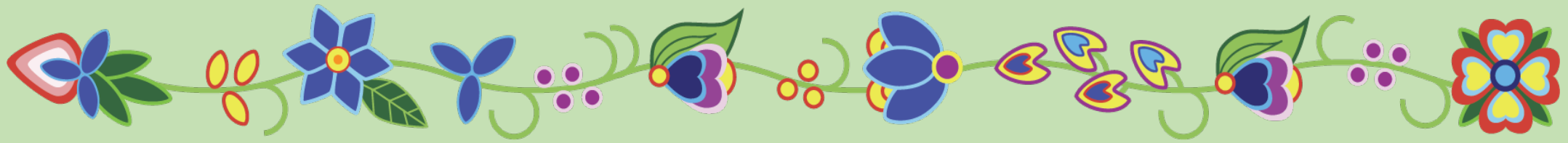


ZOOM

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

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





Nando-Gikenjigewigamig *"Search to Know Building"* Library and Learning Center

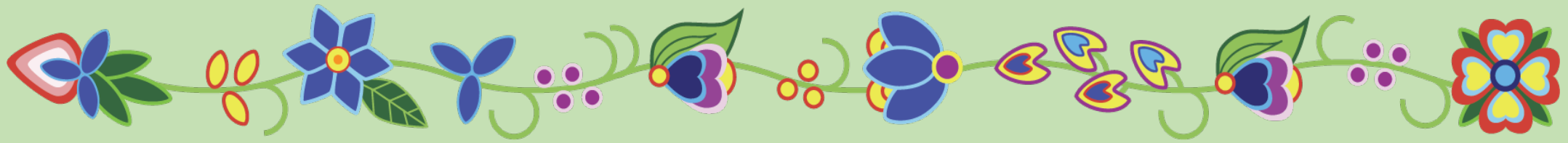
Mission Statement: To support students academically guided by training that is designed to meet the needs of LLTC's diverse population and is grounded in Anishinaabe values.

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.
- In person tutoring is available, The Learning Center and Library are open M-F 8-4:30.
- Tutoring Zoom meetings can be arranged by contacting the Director of Library and Learning Center Services, Kim Dickson at kim.dickson@lltc.edu or 218-335-4240.
- Professional Math Tutor neah.goodwin@lltc.edu. Professional Reading/Writing Coach TBD.

<https://www.lltc.edu/resources/learning-center/>



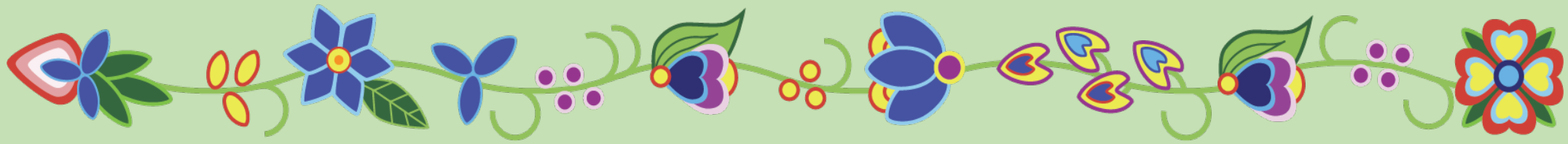


Diba'amahding Gikinu'amahgozing Financial Aid

- The first item to do in order to qualify for Pell Grant, MN State Grant or MN Indian Scholarship 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 if you require assistance completing the application.
- After I receive your student record from your FAFSA application, the government may require additional documentation for you to qualify for student aid.
- 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 scholarship entity.
- **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.
- Glen Sawa the Financial Aid Director, 218-335-4270 or glen.sawa@lltc.edu



<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.

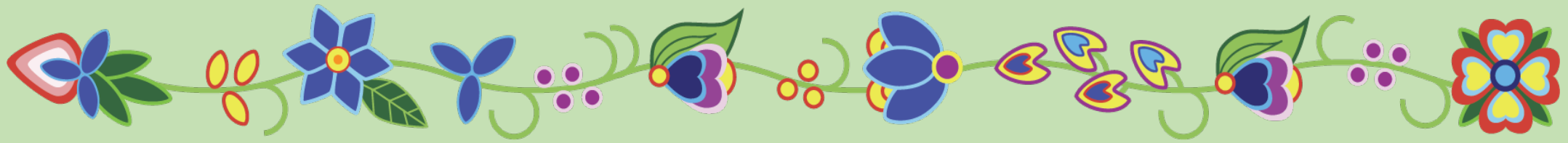
Snow Days- As of right now, we follow the C.L. – B. School District weather announcement. If the C.L. – B. School District is closed due to poor weather, we are also closed. Use your own discretion on snowy, icy, or below freezing weather. If you don't feel safe, stay home. **Contact your instructor!**

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.



John "JR" Robinson
Campus Security Officer and
Title IX Investigator
(218) 335-4260
john.robinson@lrtc.edu

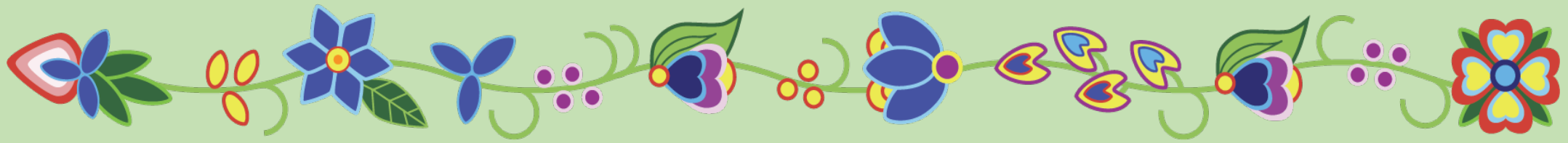


Information Technology “IT” Department

- 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@lrtc.edu>](mailto:ITG<InformationTechnology@lrtc.edu>)



Bookstore

Please visit www.lltcbookstore.com to find your course list and order books.

All books & codes are

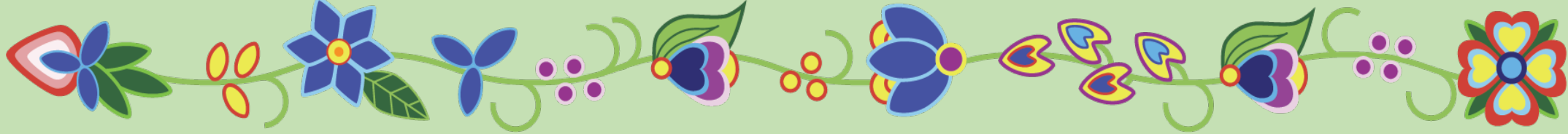
FREE

this semester if
ordered through the
campus bookstore!

The screenshot shows the Leech Lake Tribal College Bookstore website. At the top is the college logo and the word "BOOKSTORE". Below this is a navigation bar with links: "Log In", "HOME", "TEXTBOOKS", "APPAREL", "SUPPLIES", and "FAQS". The "TEXTBOOKS" link is circled in red. Below the navigation bar is a section for "NEW STUDENTS" with links: "HOW TO ORDER BOOKS", "SPRING 2022 TEXTBOOKS", and "BOOK BUY BACK". The "HOW TO ORDER BOOKS" link is also circled in red. Two red callout boxes point to these links. The first callout box, pointing to "TEXTBOOKS", contains the text: "CLICK ON THE 'TEXTBOOKS' TAB" and "Find your course materials here." The second callout box, pointing to "HOW TO ORDER BOOKS", contains the text: "CLICK ON 'HOW TO ORDER BOOKS'" and "Order your books online here." At the bottom of the screenshot is a blue circular button with the word "STUDENTS" in white. The background of the website shows a woman in a library setting.



Emily Nordstrom
Print Shop | Bookstore
(218) 335-4214
emily.nordstrom@lltc.edu



LLTC COVID-19 SAFETY PRECAUTIONS

GENERAL CAMPUS BEHAVIOR GUIDELINES

Masks and social distancing (at least 6 feet) will be recommended at all times while in the classrooms and common areas on campus. Depending on active community public spread policy is subject to change and LLTC could require masks during short periods.

All individuals will be responsible for timely washing of hands and avoidance of contact with face.

All individuals are responsible for basic cleaning of classroom desk or lab equipment upon departure (supplies will be provided)

*If LLTC requires masks, employees are allowed to remove masks in their own office space.

Vaccinated employees meeting with other vaccinated employees in their own office spaces are not required, but encouraged to wear masks and observe a safe distance.

All individuals are asked not to come to campus if they feel sick or have been in known contact with an individual who is Covid-19 positive, if they do not yet have a confirmed Covid-19 negative test.

Check-in will consist of the following:

Proceed to Oak Hall Door #3 or Cedar Hall Door #5 or Library Door #11

Sign in at the check-in table.

Follow the guidelines provided at check-in while on campus

ALL STUDENTS

PLEASE NOTE: Only students who have provided proof of vaccination to Student Services will be allowed to access campus. Students who are not vaccinated must provide proof of a negative (within 72 hours) Covid-19 test each Monday when presenting to LLTC.

Vaccinated students are allowed to access all spaces AND EVENTS on campus at any time.

All students must go through a check-in before being allowed on campus. Checking in every day will allow LLTC to track who is on campus and to perform effective contact tracing should that become necessary.

Unvaccinated Students

All unvaccinated students will need to submit to a weekly Covid-19 rapid test before accessing classrooms or LLTC equipment. Rapid tests will be administered and recorded by the staff on the same day each week of classes, with the testing day and time to be determined by the student and faculty. In the event that the student tests positive for Covid-19, they will follow the Covid-19 exposure protocol in the LLTC Covid-19 Exposure Guidance. <https://www.lltc.edu/wp-content/uploads/2022/08/COVID-19-Exposure-Guidance-Aug2022.pdf>

VISITORS, TOURS, TRAINING PROTOCOLS (for short visits 4 hours or less)

Small groups: 20 students/visitors or less

Masks required inside at all times

Vaccination is strongly encouraged but not required for short visits (4 hours or less)

Large groups: 20+ student/visitors

Large groups will be considered on a case-by-case basis

Masks required inside at all time

Vaccination is strongly encouraged but not required for short visits (4 hours or less)

VISITORS/GUESTS for over four hours

Vaccinated visitors and guests are allowed on campus only with proof of vaccination. Visitors who are not vaccinated must provide proof of a negative Covid-19 test upon arrival to LLTC. Guests will follow the same check-in procedures as employees. Visitors and guests must show their Covid-19 vaccination card at check-in. Visitors and guests who do not pass check-in procedures will NOT be allowed on campus.

LLTC Cultural Events, Annual Celebrations, & Special Events.

Cultural gatherings, annual celebrations, and special events will be decided on a case-by-case basis. The special event plan must include the details about social distancing, estimated attendance, personal protective equipment, Cleaning/disinfecting, vaccination details, contact tracing, and other details to keep LLTC campus and community as safe as possible while still being able to host our yearly cultural gatherings, annual celebrations, and special events.

EMPLOYEES, STUDENT WORKERS, & INTERNS

LLTC requires all employees to provide proof of Covid-19 vaccination (full two cycles) to the Human Resources Department. Employees who are not vaccinated must provide proof of a negative (within 72 hours) Covid-19 test each Monday when presenting to work.

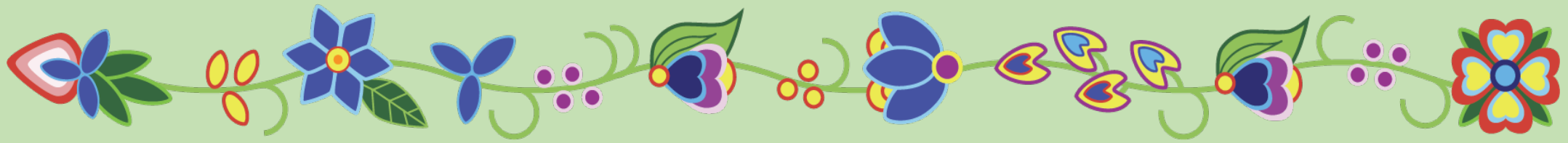
All Employees must go through a check-in before being allowed on campus. Checking in every day will allow LLTC to track who is on campus and to perform effective contact tracing should that become necessary.

For More information go to <https://www.lltc.edu/covid19info/>

COME FIND YOUR PLACE.

#MASKUP

For more info on LLTC Covid Safety Protocols please visit <https://www.lltc.edu/covid19info/>



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)