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

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

## INSTRUCTORS

<table>
<thead>
<tr>
<th>Nylata Belgarde</th>
<th>Rochelle Carpenter</th>
<th>Elaine Flaming</th>
<th>Neah Goodwin</th>
<th>Anya Hake</th>
<th>Frank Homer</th>
<th>Bob Jourdain</th>
<th>Eric Kuha</th>
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<tr>
<td>Stacie Lyon</td>
<td>Melinda Neville</td>
<td>Kelly Nipp</td>
<td>Ryan O'Leary</td>
<td>Saul Saucedo</td>
<td>Brent Silvis</td>
<td>Audry Thayer</td>
<td>Monique Poulse</td>
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[https://www.lltc.edu/contact/campus-directory/](https://www.lltc.edu/contact/campus-directory/)
Distance Education

- **SOLOS**
  - Students Online Learner OR...
  - SOLOS

- **LLTC Student Resources**
  - LLTC

- **LLTC Computer Basics Skills**
  - LLTC

- **Scholarship Resources**
  - Scholarship

**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.
- 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/
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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.

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

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 of less)

Large groups: 20+ students/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 of 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)

https://www.lltc.edu/