STUDENT ORIENTATION SPRING 2023
OUR MISSION

To provide quality higher education grounded in Anishinaabe values.

We observe and value the Seven Grandfather Teachings
WIIDOOKAAGEWIN
“The Helping Room”

STUDENT SERVICES

Our mission is to focus on student success through collaboration of support services in a respectful, efficient and welcoming environment.

- Advising
- Athletics
- Recruitment
- Learning Center
- Registrar
- Admissions
- Wellness Center
- Financial Aid

https://www.lltc.edu/student-services/
STUDENT SERVICES TEAM

Dr. Jorge Mendoza
Dean of Students
(218) 335-4262
jorge.mendoza@lltc.edu

Roselynn Jones
Academic Advisor
(218) 335-4211
roselynn.jones@lltc.edu

Samantha Fairbanks
Outreach Recruiter &
Admissions Coordinator
(218) 335-4286
samantha.fairbanks@lltc.edu

Cindy Wilson
Registrar
(218) 335-4222
cindy.wilson@lltc.edu

Raven Roybal
Administrative & Admissions Assistant
(218) 335-4220
raven.roybal@lltc.edu

TBD
Financial Aid Specialist
(218) 335-4270
@lltc.edu

Jacqueline Dotson
Academic Success Counselor
(218) 335-4248
jacqueline.dotson@lltc.edu

Mike Montgomery, LGSW
Wellness Center Director
(218) 335-4265
mike.montgomery@lltc.edu
DISTANCE EDUCATION

PROVIDES SUPPORT WITH:

• SOLOS
  Student Online Learner Orientation Support
• LLTC Student Resources
• Computer Basic Skills
• Scholarship Resources
• Canvas
• Zoom

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

Antonio Arce
Distance Education Coordinator
(218) 335-4252
antonio.arce@lltc.edu
LIBRARY & LEARNING CENTER

Kim Dickson  
Director of Library & Learning Center  
(218) 335-4240  
kim.dickson@lltc.edu

Lacey Calvert  
Library & Learning Center Assistant  
(218) 335-4244  
lacey.calvert@lltc.edu

LIBRARY HOURS
• M, T, TH & F: 8am-4:30pm
• Wednesday: 8am-6:30pm

TUTORING SERVICES
• In-person tutoring available for drop-in services
• Tutoring Zoom meetings can be arranged by contacting Kim Dickson
• Professional Math Tutor: Neah Goodwin at neah.goodwin@lltc.edu
• Professional Reading/Writing Coach: Chandler See at chandler.see@lltc.edu
**FAFSA (Federal Student Aid)**
- In order to qualify for **Pell Grant / MN State Grant / MN Indian Scholarship** you must complete the FAFSA application form.
- Visit [fafsa.gov](http://fafsa.gov) online OR download the app to complete application.
- After you complete your application:
  - LLTC financial aid office will receive your student record.
  - The government may require additional documentation for you to qualify for student aid.

**Financial Aid Office**
- Provides budgets and processes any scholarships/grants you receive from various entities including Tribal scholarships.

- **You will receive scholarship money only after** LLTC receives 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.

**TBA**
Financial Aid Specialist  
(218) 335-4270  
@lltc.edu

https://www.lltc.edu/financial-aid/
Mino-Ayaaawigamig
“Wellness Center”

Provides support with:

- Food pantry
- Mental health services
- Referrals to community based assistance programs
- Access to fitness center
- Nursing and changing room
- Access to traditional medicines
- Assistance with Dreamkeepers
- Healthy eating & exercise initiatives

Mike Montgomery, LGSW
Wellness Center Director
(218) 335-4265
mike.montgomery@lltc.edu
Commercial Smoke Free Campus
This college campus is smoke free including all vehicles that are on campus. This also includes vaping.

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

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

Bullying, Harassment, Sexual Harassment, and Stalking 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
LLTC follows the CLB School District weather announcement. Use your own discretion on snowy, icy, or below freezing days. If you don’t feel safe, stay home – but contact your instructor!

Lost and Found
If you lost or found something, notify me or Glenda (Oak Hall Receptionist).

Security Cameras
The cameras are always on and recording inside and outside the buildings.

John “JR” Robinson
Campus Security Officer
(218) 335-4260
john.robinson@lltc.edu
INFORMATION TECHNOLOGY “IT” DEPARTMENT

PROVIDES SUPPORT WITH:

- Password resets
- Technology use
- Troubleshooting tech issues
- Laptop and Hotspot sign-outs

* Will not work on any personal computers

To request IT help email:
ITG<InformationTechnology@lltc.edu
Visit [www.lltcbookstore.com](http://www.lltcbookstore.com) to order your books.

- Books can be charged against financial aid you receive spring semester – ONLY if you complete your FAFSA application and qualify.
- You can **order** your books online starting: **January 3rd**
- You can **pick up** your books in the bookstore starting: **January 9th**
STUDENT SERVICES SUPPORT

Dean of Students
Jorge Mendoza: jorge.Mendoza@lltc.edu / 218-335-4262

Emergency Aid Funds & Wellness Center
mike.montgomery@lltc.edu / 218-335-4265

Academic Advising & Food/Gas Assistance
Food/Gas – Cass Lake
roselynn.jones@lltc.edu / 218-335-4211

Food/Gas – Bemidji
jacqueline.dotson@lltc.edu / 218-335-4248

Admissions Support & Recruitment
samantha.fairbanks@lltc.edu / 218-335-4286

Front Desk & Admissions Assistant
raven.roybal@lltc.edu / 218-335-4220

Other Campus Support
Library & Learning Center
kim.dickson@lltc.edu / 218-335-4240

Registrar
cindy.wilson@lltc.edu / 218-335-4222

Business Office
missy.larose@lltc.edu / 218-335-4204
LLTC STUDENT HANDBOOK

DOCUMENT INCLUDES

Mission Statement & Objectives
Community at LLTC
Student Code of Conduct

Click Here To Download Student Handbook
COVID-19 POLICIES & PROCEDURES

DOCUMENT INCLUDES

- General Campus Behavior Guidelines
- Employees, Student Workers & Interns Policies
- Student Policies
- Visitor/Guest Policies
- Cultural Events, Annual Celebrations & Special Events
- Cleaning/Sanitation Procedures
- FAQ

Click Here To Download Full Document
KEYS TO YOUR SUCCESS!

✔ Communicate with your instructors constantly
✔ Attend all of your classes
✔ Turn in your assignments on time
✔ Ask for assistance early (do not wait)

https://www.lltc.edu