



# **STUDENT HANDBOOK/ CATALOG**

Main Campus:

Minden Campus

9500 Industrial Drive

Minden, LA 71055

Phone: (318) 371-3035

Fax: (318) 371-3325

Toll Free: 800-529-1387

Branch Campuses:

Mansfield Campus, Mansfield, LA

Shreveport Campus, Shreveport, LA

Instructional Service Centers:

Caddo Correctional Center, Shreveport, LA

Camp Minden, Minden, LA

David Wade Correctional Center, Homer, LA

**Mansfield Campus**

Branch Campus

P.O. Box 1236

(943 Oxford Road – non-mailing address)

Mansfield, LA 71052

Phone:(318) 872-2243

Fax: (318) 872-4249

**Shreveport Campus**

Branch Campus

2010 North Market

Shreveport, LA 71107

Phone:(318) 676-7811

Fax: (318) 676-7805

**Caddo Correctional Center**

Instructional Service Center

1101 Forum Dr.

Shreveport, LA 71107

Phone:(318) 676-7811

Fax:(318) 676-7805

**Camp Minden**

Instructional Service Center

2629 York Ave

Minden, LA 71055

Phone: (318) 371-3644

Fax:(318) 371-3644

**David Wade Correctional Center**

Instructional Service Center

670 Bell Hill Road

Homer, LA 71040

Phone: (318) 927-0400

Fax: (318) 927-0431

**ACCREDITATION:**

NLTCC Campuses are accredited by the Accrediting Commission of the Council on Occupational Education (COE). See the following contact information:



Council on Occupational Education  
7840 Roswell Road, Building 300, Suite 325  
Atlanta, GA 30350  
(770) 396-3898  
(800) 917-2081  
FAX: (770) 396-3790  
**Website: [www.council.org](http://www.council.org)**

**NOTIFICATION TO ALL PARTICIPANTS FOR ADMISSION AND STUDENTS**

The provisions of this catalog/handbook do not constitute a contract between the Louisiana Community and Technical College System and the student, but rather reflect the general nature and conditions concerning the educational services of the campus in effect at this time. Any tuition, charges, or costs required by a program are subject to change at any time without notice. All courses, programs, and activities described in this catalog/handbook are subject to cancellation or termination by the campus or the Louisiana Community and Technical College System (LCTCS) at any time. The academic regulations and degree requirements are subject to revision during the effective period of this catalog to reflect changes in approved policies, occupational and licensure requirements, and other changes related to the quality of the program. The faculty listed in the catalog is the regular, full-time faculty of these campuses. Other faculty may be appointed, depending on the instructional needs of the campus. The Louisiana Community and Technical College System hereby expressly disclaims any warranty or representation that any course or program completed by a student will enable the student to successfully complete or pass any specific examinations for any course, degree, or occupational license.

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**For full list of NLTCC Campus personnel, see Student Handbook/Catalog Addendum**

## **MISSION OF NLTCC**

Northwest Louisiana Technical Community College is committed to providing quality workforce training and transfer opportunities to students seeking a competitive edge in today's global economy.

## **SERVICE AREA OF THE MAIN CAMPUS**

The main campus of NLTCC is located at 9500 Industrial Dr. Minden, LA. This campus is located in Webster Parish and serves citizens of the surrounding northwest Louisiana parishes.

## **GOVERNING BOARD**

This campus is governed by the LCTCS, the administrative authority over NLTCC, which offers post-secondary training programs of not more than two years that include, but are not limited to, programs in occupational and technical fields, general education, continuing education, pre-technical preparatory, customized training, and other special training programs. The State Board mandates an open admission policy for all applicants. Enrollees' educational backgrounds vary. Training programs range from semi-skilled to technical. For this reason, programs are constantly evaluated and modified to meet the requirements of business and industry.

## **CAMPUS/OFFICE HOURS**

The Administrative Office at the main campus is open Monday through Thursday from 7:30 A.M. until 5:00 P.M. and Friday 8:00 A.M. – 12:00 P.M. All public campus sites offer classes Monday through Friday. Schedules for non-credit and evening courses vary by campus.

## **LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM (LCTCS)**

### **System President**

Dr. Monty Sullivan, System President

265 South Foster Drive

Baton Rouge, LA 70806-4104

(225) 922-1643

Fax #: (225) 922-2392

[Louisiana Community and Technical College System](#)

**LCTCS Board of Supervisors**

**Board Members**

Paul Price, Jr., Chair of the Board 805 Jackson Street Winnsboro, LA 71295	Helen Bridges Carter P.O. Box 280 Greensburg, LA 70441
Willie Mount, First Vice Chair 205 Shell Beach Drive Lake Charles, LA 70601	Erika McConduit 4640 S. Carrollton Ave, Suite 210 New Orleans, LA 70119
Tari T. Bradford Shreveport, LA	Mark D. Spears, Jr. 200 Derbigny Street, 6 <sup>th</sup> Floor Gretna, LA 70053
Timothy W. Hardy 8440 Jefferson Hwy, Suite 301 Baton Rouge, LA 70809-7652	Alterman “Chip” Jackson, Second Vice Chair P. O. Box 2064 Lafayette, LA 70502-2064
Michael “Mickey” Murphy 810 North Columbia Rd Bogalusa, LA 70427	Stanton Salathe Harvey, LA
Stephen Smith 125 Old Schriever Highway Houma, LA 70395	Stephen M Toups, 8687 United Plaza Blvd., Suite 500 Baton Rouge, LA 70809
Stephen M Toups, 8687 United Plaza Blvd., Suite 500 Baton Rouge, LA 70809	Joe Potts 2540 Stevern Avenue, Suite 301 Metarie, LA 70002
Craig Spohn Cyber Innovation Center 6300 E. Texas Street Bossier City, LA 71111	Rhoman J Hardy
<b>Student Board Members</b>	
Joshua Turner	Tara Mitchell

## **Institutional Advisory Committee (IAC)**

NLTCC uses the expertise and knowledge of those individuals who will eventually employ our students to give us advice and guidance. An advisory council composed of the following individuals is working toward the improvement and continued growth of NLTCC.

### **INSTITUTIONAL ADVISORY COMMITTEE MEMBERS**

James D. Madden  
Madden Contracting Company, Inc.  
P. O. Box 856  
Minden, LA 71058  
318-470-7244

Dr. Wayne McMahan  
State Representative  
1012 Janice Drive  
Springhill, LA 71075  
318-758-0403

Terry Gardner  
Mayor, City of Minden  
209 Woodhaven Drive  
Minden, LA 71055  
318-453-9440

### **NLTCC Members of IAC**

Chancellor Earl Meador  
Melanie Sotak, Vice Chancellor of Finance

## **ORGANIZATION**

Northwest Louisiana Technical Community College is owned by the State of Louisiana and operates under the jurisdiction of the Louisiana Community and Technical College System.

Louisiana Community and Technical College System (LCTCS)  
265 South Foster Drive  
Baton Rouge, LA 70806-4104  
Phone: 225 922 2800

Northwest Louisiana Technical Community College (NLTCC)  
9500 Industrial Drive  
Minden, LA 71055  
Phone: 318 371-3035



## ACCREDITATION

Northwest Louisiana Technical Community College is accredited by the Accrediting Commission of the Council on Occupational Education (COE). The main campus, branch campus and instructional service centers within NLTCC are currently accredited by COE, respectively, and will be included in the accreditation process.



Dr. Gary Puckett, Executive Director  
Council on Occupational Education  
7840 Roswell Road, Building 300, Suite 325  
Atlanta, GA 30350  
(770) 396-3898  
(800) 917-2081  
FAX: (770) 396-3790

NLTCC also has courses approved for training by the following organizations:

Bureau of Emergency Medical Services, DHH  
Certified Nurse Assistant Registry  
Louisiana Barber Board  
Louisiana State Board of Practical Nurse Examiners  
Veterans Administration  
Vocational Rehabilitation  
Workforce Investment Board  
Association of Technology, Management and Applied Engineering

## PROGRAMS OF STUDY

### PROGRAM OFFERINGS AND LENGTH

Northwest Louisiana Technical Community College Campus is authorized by the Louisiana Community and Technical College System (LCTCS) to offer the following curricula and to grant the credentials listed below. Please note the type of programs and their associated initials:

- CTC Career and Technical Certificates
- CTS - Certificate of Technical Studies
- TD - Technical Diploma
- AAS - Associate of Applied Science

#### **CERTIFICATE OF TECHNICAL STUDIES (CTS)**

Carpentry, Carpenter Technician 2  
Heavy Equipment Vehicle Operator  
Patient Care Technician

#### **TECHNICAL DIPLOMA (TD)**

Automotive Technology  
Barber Styling  
Business Office Technology  
Culinary Arts  
Diesel Powered Equipment Technology  
Electrician – Industrial Electrician  
HVAC Technician  
Industrial Instrumentation and Electrical Technician  
Industrial Maintenance Technology  
Advanced Manufacturing Technology  
Information Technology  
Practical Nursing  
Welding

#### **ASSOCIATE OF APPLIED SCIENCE (AAS)**

Business Office Administration  
Culinary Arts  
Industrial Instrumentation and Electrical Technology

## NLTCC PROGRAM LOCATION SITES

A current listing of programs offered at each location within NLTCC can be found at the following website: [www.NLTCC.edu](http://www.NLTCC.edu)

NLTCC Program Location Sites						
Occupational Programs	Minden	Mansfield	Shreveport	Camp Minden ISC	Caddo Corr. ISC	Wade Corr. ISC
Automotive Technology			X			
Barber Styling			X			
Business Office Administration AAS	X	X				
Business Office Technology	X	X				
Carpentry, Carpenter Technician 2 CTS					X	
Culinary Arts AAS & TD			X			
Diesel Powered Equipment			X			
Electrician - Industrial Electrician			X			
Heavy Equipment Vehicle Operator CTS				X		
HVAC Technician			X			
Industrial Instrumentation & Electrical Technology AAS	X	X				
Industrial Instrumentation & Electrical Technician TD	X	X				
Industrial Maintenance Technology	X					
Advanced Manufacturing Technology	X					
Information Technology			X			
Patient Care Technician CTS	X	X	X			
Practical Nursing	X	X	X			
Welding	X	X	X			

<b>NLTCC Minden Campus-Main Campus Minden, LA</b>		
<b>Program Name</b>	<b>Program Type</b>	<b>Credit Hours</b>
Business Office Administration	AAS	60
Business Office Technology	TD	45
Industrial Instrumentation & Electrical Technology	AAS	60
Industrial Instrumentation & Electrical Technician	TD	45
Advanced Manufacturing Technology	TD	45
Industrial Maintenance Technology	TD	45
Patient Care Technician	CTS	29
Practical Nursing	TD	56
Welding	TD	45

<b>NLTCC Mansfield Campus Mansfield, LA</b>		
<b>Program Name</b>	<b>Program Type</b>	<b>Credit Hours</b>
Business Office Administration	AAS	60
Business Office Technology	TD	45
Industrial Instrumentation & Electrical Technology	AAS	60
Industrial Instrumentation & Electrical Technician	TD	45
Patient Care Technician	CTS	29
Practical Nursing	TD	56
Welding	TD	45

<b>NLTCC Shreveport Campus Shreveport, LA</b>		
<b>Program Name</b>	<b>Program Type</b>	<b>Credit Hours</b>
Automotive Technology	TD	45
Barber Styling	TD	45
Culinary Arts	AAS	60
Culinary Arts	TD	45
Diesel Powered Equipment Technology	TD	45
Electrician - Industrial Electrician	TD	45
HVAC Technician	TD	45
Information Technology	TD	45
Patient Care Technician	CTS	29
Practical Nursing	TD	56
Welding	TD	45

<b>NLTCC Camp Minden Instructional Service Center Minden, LA</b>		
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<b>Program Name</b>	<b>Program Type</b>	<b>Credit Hours</b>
Heavy Equipment Vehicle Operator	CTS	28

<b>NLTCC Caddo Parish Correctional Center Instructional Service Center Shreveport, LA</b>		
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<b>Program Name</b>	<b>Program Type</b>	<b>Credit Hours</b>
Carpentry, Carpenter Technician 2	CTS	29

<b>NLTCC David Wade Correctional Center Instructional Service Center Homer, LA</b>		
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<b>Program Name</b>	<b>Program Type</b>	<b>Credit Hours</b>
None at this time		

**\*Homework is assigned for additional work outside of the normal instructional day in most programs.**

# PROGRAMS

## Advanced Manufacturing Technology

### Advanced Manufacturing Technology Program

**Description:** The purpose of this program is to provide specialized classroom instruction and practical shop experience to prepare students for employment in a variety of jobs in the advanced manufacturing technology field.

The program objectives for the Advanced Manufacturing Technology program are as follows:

- Demonstrate knowledge of proper safety procedures in the shop.
- Demonstrate ability to set-up and operate machines such as lathes, grinders, drill presses and milling machines.
- Demonstrate a working knowledge of basic operation of CNC machines.
- Demonstrate ability to finish machining parts to specified dimensions.
- Demonstrate ability to make computations for dimensions and cutting feeds and speeds.
- Demonstrate ability to use precision measuring instruments and laying out parts.

## **ADVANCED MANUFACTURING TECHNOLOGY**

### **Course Requirements**

Technical Diploma - CIP 150613

Course #	8 Week	Course Title	Credit Hours
LEAD 1003		Work Readiness or ORNT 1000 & JOBS 2450	3
WKSF 1003	✓	Industrial Workplace Safety or IMFG 1100	3
IMFG 1013		Industrial Mathematics or IMFG1110	3
IMFG 1023		Machine Shop I or IMFG 1310	3
IMFG 1033	✓	Machine Shop II or IMFG 1410	3
CTS - Machinist Helper			15
IMFG 1213		Basic Lathe I	3
IMFG 1223	✓	Basic Mill I	3
IMFG 1233		CNC I	3
IMFG 1243		Basic Lathe II	3
IMFG 1253	✓	Basic Mill II	3
IMFG 1263		CNC II	3
CTS - CNC Operator			33
IMFG 2013		Machine Shop III	3
IMFG 2023	✓	CNC III	3
IMFG 2033		Machine Shop IV	3
IMFG 2043	✓	Capstone: CNC IV	3
TD - Advanced Manufacturing Technician			45

*All courses are designed to include graded course prep/homework that is calculated into the final grade.*

## Automotive Technology

### Automotive Technology Program Description:

The purpose of this program is to provide specialized classroom instruction and practical shop experience to prepare individuals to engage in the servicing and maintenance of all types of automobiles at the entry level. The competencies in the automotive technology program directly correlate with the knowledge required to prepare an individual for the certification test given by the National Institute for Automotive Service Excellence (ASE).

### The program objectives for the Automotive Technology program are:

- Demonstrate knowledge of proper safety procedures in the shop.
- Demonstrate ability to set-up, operate and maintain hand and power tools, jacks, and hoisting equipment.
- Demonstrate a working knowledge of diagnosis of malfunctions of engines, fuel, electrical, cooling, and brake systems, drive train, and suspension systems.
- Demonstrate the ability to repair malfunctions of engines, fuel, electrical, cooling, and brake systems, drive train, and suspension systems. Demonstrate ability to use diagnostic equipment and interpret codes.
- Demonstrate ability to provide quality customer service to patrons.

# AUTOMOTIVE TECHNOLOGY

## Course Requirements

Technical Diploma - CIP 470604

Course #	Course Title	Credit Hours
AUTO 1002	Introduction to Automotive Technology	2
AUTO 1542	Brakes	4
AUTO 1671	Electronics I	5
AUTO 1680	Electronics II	5
AUTO 1343	Transmission, Transaxle, & Manual Drives	4
JOBS 2450	Job Seeking Skills or Work Readiness (LEAD 1003)	2
AUTO 1860	Engine Performance I	5
AUTO 1870	Engine Performance II	4
AUTO 1451	Steering and Suspension	6
AUTO 1140	Engine Repair	4
AUTO 1750	Heating and AC	4
<b>TD – Automotive Technician</b>		<b>45</b>

*All courses are designed to include graded course prep/homework that is calculated into the final grade.*

## Barber Styling

**Barber Styling Program Description:** This program is designed to prepare students to work efficiently in the industry of Barber Styling. This competency-based program includes classroom instruction and practical/lab experience under supervision of the instructor. Practical skills are developed through experience in a school-based, on-site shop which is equipped and managed according to industry standards by the students with instructor supervision. Upon completion, students are eligible to take the LA State Board of Barber Examiners licensure examination.

**The program objectives for the Barber Styling program are:** Demonstrate knowledge of the anatomy and physiology of the head, neck, and other areas.

- Demonstrate knowledge of proper safety procedures in the barber shop.
- Demonstrate knowledge of infection control, decontamination and sanitation of tools.
- Demonstrate knowledge of shaving, hair cutting, styling, coloring, permanent waving and relaxing techniques.
- Demonstrate ability to provide quality customer service to patrons.
- Demonstrate shop management skills.

# BARBER STYLING

## Course Requirements

Technical Diploma - CIP 120402

Course #	8 Week	Course Title	Credit Hours
LEAD 1003		Work Readiness or ORNT 1000 & JOBS 2450	3
CPTR 1002	✓	Computer Literacy and Applications or CPTR 1000	3
BARB 1013		History of Barbering or BARB 1110	2
BARB 1023		Sanitation and Safety or BARB 1120 & BARB 1131	3
BARB 1033	✓	Customer Service & Professional Image or BARB 2630	3
BARB 1350		Barbering Chemistry	1
			15
BARB 1220	✓	Shaving Theory & Practice	1
BARB 1211		Barber Styling Lab I	4
BARB 1160		Basic Styling - Men & Women	2
BARB 1243	✓	Skin, Scalp & Hair Treatments: Theory and Practice	4
BARB 1231		Barber Styling Lab II	3
BARB 1420		Anatomy and Physiology	1
CTS - Barber Shop Customer Service			30
BARB 2013		Chemical & Permanent Hair Treatment	4
BARB 1430	✓	Men's Hairpieces	1
BARB 2410		Barber Styling Entrepreneurship & Professionalism	1
BARB 2043		Hair Coloring Theory & Practice	4
BARB 2053	✓	LA State Board Review Theory & Practice	4
BARB 2111		Barber Styling Shop Management & Sales	1
TD - Barber Styling			45

*All courses are designed to include graded course prep/homework that is calculated into the final grade.*



## Business Office Administration (AAS)

### Business Office Administration Program

**Description:** The purpose of this program is to prepare individuals to perform tasks related to the management of marketable skills and career advancement in various areas of business, industry, and health offices. Students will receive hands-on training in office technology, software skills, customer service, and strong work ethics for success in the workplace. This program is delivered in a hybrid format.

Business Office Administration (AAS) includes a concentration in Medical Office Specialist CTS, Information Technology CTS and Accounting Office Specialist CTS shown here. Academic readiness must be demonstrated prior to enrolling in the academic core classes in this program. See Student Services for testing options and multiple measures.

### The program objectives for the Business Office Administration (AAS) program are as follows:

- Demonstrate competence in a core set of skills including customer service, keyboarding and formatting, computer literacy, English, and records management.
- Perform basic business mathematical functions.
- Demonstrate a working knowledge of all course work terminology.
- Compose and produce appropriate business documents and written communications.
- Demonstrate a working knowledge of word processing, and spreadsheet computer applications.
- Demonstrate working knowledge of medical terminology and procedures.
- Apply appropriate office procedures.
- Operate necessary office equipment.
- Demonstrate knowledge of and apply basic accounting principles.
- Demonstrate knowledge of and apply specific accounting principles as appropriate.
- To acquire software skills and strong work ethics for success in the workplace.
- Demonstrate working knowledge in public speaking, social sciences, English, advance math and natural sciences.

This program includes three (3) areas of concentration; Accounting Office Specialist (CTS) shown here, Medical Office Specialist (CTS) and Information Technology (CTS). See Student Services for details regarding all options.

\*The courses are designed to include graded course prep/homework that is calculated into the final grade.

## *Business Office Administration*

### *Course Requirements* Associate of Applied Science

Course #	Course Title	Credit Hours
<i>Pre-requisites</i>		
CPTR 1002	Computer Literacy & Applications (2 or 3 credits)	2
KYBD 1010	Introduction to Keyboarding	3
<i>Prior Learning Assessment / Credit by Exam Options</i>		5
ORNT 1000	Freshman Seminar or Work Readiness (LEAD 1003)	1
CSRV 1000	Customer Service	3
KYBD 1200	Word Processing	3
ACCT 1100	Principles of Accounting, Part I	3
ACCT 1200	Principles of Accounting, Part II	3
ACCT 1250	Payroll Accounting	3
OSYS 1100	Records Management	3
OSYS 2530	Office Procedures	3
OSYS 1250	Business Calculators	3
ACCT 1500	Computerized Accounting	3
<i>Accounting Office Specialist (CTS)</i>		28
BUSF 1050	Personal Finance	3
CPTR 1320	Spreadsheets	3
BUSM 1050	Business Math	3
BUSE 1100	Business English	3
ENGL 1015	English Composition	3
MATH 1015	College Algebra	3
PSYC 2015	Introduction to Psychology	3
PHSC 1015	Physical Science	3
SPCH 1015	Introduction to Public Speaking	3
<i>Business Office Administration (AAS)</i>		60

## Business Office Technology (TD)

### *Business Office Technology* **Course Requirements** Technical Diploma -

#### **Business Office Technology (TD) Description:**

The purpose of this program is to prepare individuals to perform tasks related to the management of marketable skills and career advancement in various areas of business, industry, and health offices. Students will receive hands-on training in office technology, software skills, customer service, and strong work ethics for success in the workplace. This program is delivered in a hybrid format.

Business Office Technology (TD) includes a concentration in Medical Office Specialist CTS, Information Technology CTS and Accounting Office Specialist CTS shown here. Contact Student Services for more information.

#### **The program objectives for the Business Office Technology program are as follows:**

- Demonstrate competence in a core set of skills including customer service, keyboarding and formatting, computer literacy, English, and records management.
- Perform basic business mathematical functions.
- Demonstrate a working knowledge of all course work terminology.
- Compose and produce appropriate business documents and written communications.
- Demonstrate a working knowledge of word processing, and spreadsheet computer applications.
- Demonstrate working knowledge of medical terminology and procedures.
- Apply appropriate office procedures.
- Operate necessary office equipment.
- Demonstrate knowledge of and apply basic accounting principles.
- Demonstrate knowledge of and apply specific accounting principles as appropriate.
- To acquire software skills and strong work ethics for success in the workplace.

Course #	Course Title	Credit Hours
<b>Pre-requisites</b>		
CPTR 1002	Computer Literacy & Applications (2 or 3 credits)	2
KYBD 1010	Introduction to Keyboarding	3
<b>Prior Learning Assessment / Credit by Exam Options</b>		<b>5</b>
ORNT 1000	Freshman Seminar or Work Readiness (LEAD 1003)	1
CSRV 1000	Customer Service	3
KYBD 1200	Word Processing	3
ACCT 1100	Principles of Accounting, Part I	3
ACCT 1200	Principles of Accounting, Part II	3
ACCT 1250	Payroll Accounting	3
OSYS 1100	Records Management	3
OSYS 2530	Office Procedures	3
OSYS 1250	Business Calculators	3
ACCT 1500	Computerized Accounting	3
<b>Accounting Office Specialist (CTS)</b>		<b>28</b>
BUSF 1050	Personal Finance	3
CPTR 1320	Spreadsheets	3
BUSM 1050	Business Math	3
BUSE 1100	Business English	3
<b>Business Office Technology (TD)</b>		<b>45</b>

This program includes three (3) areas of concentration; Accounting Office Specialist (CTS) shown here, Medical Office Specialist (CTS) and Information Technology (CTS). See Student Services for details regarding all options.

\*The courses are designed to include graded course prep/homework that is calculated into the final grade.

## Carpentry, Carpenter Technician 2

### Carpentry, Carpenter Technician 2 Program

**Description:** The Carpentry program prepares individuals to apply technical knowledge and skills to lay out, fabricate, erect, install, and repair wooden structures and fixtures using hand and power tools. The program also includes instruction in areas such as common systems of framing, construction materials, estimating, blueprint reading, and finish carpentry techniques.

### The program objectives for the Carpentry, Carpenter Technician 2 are as follows:

- Demonstrate technical knowledge and skills to layout, fabricate, erect, install, and repair wooden structures and fixtures using hand and power tools.
- Demonstrate knowledge and skills in common systems of framing.
- Demonstrate knowledge of construction materials.
- Demonstrate knowledge and skill of estimating.
- Demonstrate knowledge and skills of blueprint reading.
- Demonstrate knowledge and skills in finish carpentry techniques.

## Carpentry, Carpenter Technician 2

*Course Requirements*  
Certificate of Technical Studies

Course #	Course Title	Credit Hours
CRNT 1000	Freshman Seminar	1
CARP 1110	Introduction and Safety	1
CARP 1120	Hand Tools	2
CARP 1130	Power Tools	4
CARP 1140	Building Materials	2
CARP 2620	Applied Mathematics I	3
CARP 1150	Blueprint Reading	5
CARP 2110	Site Layout	2
CARP 2120	Foundations and Floor Framing	5
CARP 2131	Wall and Ceiling Framing	4
<b>CTS – Carpentry, Carpenter Technician 2</b>		<b>29</b>

\*Note: This program is only available at the Caddo Parish Correctional Center Instructional Service Center and is not open to the general public.

All courses are designed to include graded course prep/homework that is calculated into the final grade

All courses are designed to include graded course prep/homework that is calculated into the final grade

## Culinary Arts (AAS)

**Culinary Arts (AAS) Program Description:** The Culinary Arts program prepares students to work in service, production, fast foods, and baking areas of the food service industry. Program content includes American Culinary Federation information and guidelines for approved Chef training and accreditation. The Culinary AAS better prepares the student for higher positions in the field of culinary arts and for management positions. Academic readiness must be demonstrated prior to enrolling in the academic core classes in this program. See Student Services for testing options and multiple measures.

**The program objectives for the Culinary Arts program are as follows:**

- Use the various types of service to enhance the optimum dining pleasure of the customer.
- Prepare beverages to ensure a quality and correctly portioned product.
- Demonstrate an understanding of guest service and customer relations, including handling of difficult situations and accommodations for the disabled.
- Identify local, state and federal laws pertaining to the purchase and service of alcoholic beverages.
- Use established safety practices and preventive measures to maintain a safe food service facility.
- Follow appropriate fire safety procedures and preventive measures.
- Prevent food-borne illnesses by utilizing appropriate sanitation procedures.
- Prepare yeast dough products, quick breads, cakes and icings, cookies, pies, and unused portions using appropriate preparation, holding, and serving procedures to maintain quality.
- Use appropriate tools and utensils for food preparation tasks, following established guidelines for selection, safety, maintenance, and storage.

## CULINARY ARTS (AAS)

### Course Requirements

Course #	8 Week	Course Title	Credit Hours
LEAD 1003	✓	Work Readiness or ORNT 1000 & JOBS 2450	3
CPTR 1002		Computer Literacy and Applications	3
CULN 1130		Sanitation and Safety	3
CULN 1140	✓	Introduction to Culinary Skills	3
CULN 1110		Culinary Math	3
CULN 1170		Essentials of Dining Service	2
<b>CTS - Entry Level Prep Cook</b>			<b>17</b>
CULN 1160	✓	Orientation to Culinary Hospitality Industry	3
CULN 1220		Nutrition	3
CULN 1240		Culinary Production for Dining Facilities	3
CULN 1243	✓	Culinary Production for Dining Facilities II	3
CULN 1321		Ala Carte	3
<b>CTS - Production Cook</b>			<b>32</b>
CULN 2310	✓	Introduction to Baking and Pastry	4
CULN 2430		Food and Beverage Operations	3
CULN 2410	✓	Regional Cuisine	3
CULN 2420		International Cuisine	3
<b>TD - Culinary Arts</b>			<b>45</b>
ENGL 1015	✓	English Composition I	3
MATH 1015		College Algebra (or other approved college-level math)	3
PSYC 2015		Introduction to Psychology (or other approved Social Science course)	3
PHSC 1015	✓	Physical Science	3
SPCH 1015		Introduction to Public Speaking	3
<b>AAS - Culinary Arts</b>			<b>60</b>

*All courses are designed to include graded course prep/homework that is calculated into the final grade.*

- Use appropriate equipment for food production tasks by following established guidelines for selection, safety, and correct cleaning procedures.

## Culinary Arts (TD)

**Culinary Arts (TD) Program Description:** The Culinary Arts program prepares students to work in service, production, fast foods, and baking areas of the food service industry. Program content includes American Culinary Federation information and guidelines for approved Chef training and accreditation.

### The Program Objectives for the Culinary Arts program are as follows:

- Use the various types of service to enhance the optimum dining pleasure of the customer.
- Prepare beverages to ensure a quality and correctly portioned product.
- Demonstrate an understanding of guest service and customer relations, including handling of difficult situations and accommodations for the disabled.
- Identify local, state and federal laws pertaining to the purchase and service of alcoholic beverages.
- Use established safety practices and preventive measures to maintain a safe food service facility.
- Follow appropriate fire safety procedures and preventive measures.
- Prevent food-borne illnesses by utilizing appropriate sanitation procedures.
- Prepare yeast dough products, quick breads, cakes and icings, cookies, pies, and unused portions using appropriate preparation, holding, and serving procedures to maintain quality.
- Use appropriate tools and utensils for food preparation tasks, following established guidelines for selection, safety, maintenance, and storage.
- Use appropriate equipment for food production tasks by following established guidelines for selection, safety, and correct cleaning procedures.

## **CULINARY ARTS**

### **Course Requirements**

Technical Diploma - CIP 120503

Course #	8 Week	Course Title	Credit Hours
LEAD 1003		Work Readiness or ORNT 1000 & JOBS 2450	3
CPTR 1002	✓	Computer Literacy and Applications	3
CULN 1130		Sanitation and Safety	3
CULN 1140		Introduction to Culinary Skills	3
CULN 1110	✓	Culinary Math	3
CULN 1170		Essentials of Dining Service	2
<b>CTS - Entry Level Prep Cook</b>			<b>17</b>
CULN 1160		Orientation to Culinary Hospitality Industry	3
CULN 1220	✓	Nutrition	3
CULN 1240		Culinary Production for Dining Facilities	3
CULN 1243	✓	Culinary Production for Dining Facilities II	3
CULN 1321		Ala Carte	3
<b>CTS - Production Cook</b>			<b>32</b>
CULN 2310	✓	Introduction to Baking and Pastry	4
CULN 2430		Food and Beverage Operations	3
CULN 2410	✓	Regional Cuisine	3
CULN 2420		International Cuisine	3
<b>TD - Culinary Arts</b>			<b>45</b>

All courses are designed to include graded course prep/homework that is calculated into the final grade

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## Diesel Powered Equipment Technology

### Diesel Powered Equipment Technology Program

**Description:** The purpose of the Diesel Powered Equipment Technology program is to provide specialized classroom instruction and practical shop experience to prepare individuals for employment as job entry-level diesel powered equipment technicians. The program prepares the individual to select, safely use, and maintain hand and power tools, jacks, and hoisting equipment. The content includes, but is not limited to, disassembling engines and replacing parts, fuel injection systems, oil and water pumps, electrical systems, steering and suspension systems, brake systems, drive train, and chassis.

### The program objectives for the Diesel Powered Equipment Technology program are as follows:

- Select, safely use, and maintain hand and power tools, jacks, and hoisting equipment.
- Disassemble and replace parts, fuel injection systems, oil and water pumps, electrical systems, steering and suspension systems, brake systems, drive train, and chassis.
- Use technical manuals.
- Use preventive maintenance procedures.
- Use safe and efficient work practices.
- Secure and maintain gainful employment as a job entry-level diesel powered equipment technicians.
- Follow recipes by comprehending recipe components, using standard measures, and basic culinary techniques precisely, using “mise en place,” and complete preparation activities using recipes in menu making.
- 

# DIESEL POWERED EQUIPMENT TECHNOLOGY

## Course Requirements

Technical Diploma - CIP 470605

Course #	Course Title	Credit Hours
DPET 1120	Safety Skills & Introduction to Diesel	3
DPET 1130	Diesel Engine Parts Identification and Operating PRI	4
DPET 1140	Engines I	3
DPET 1240	Diesel Engine Fuel Systems	3
DPET 1210	Basic Diesel Electrical Systems	4
DPET 1231	Diesel Engine Control Systems	2
DPET 1150	General Engine Diagnostics	3
<b>CTS - Diesel Engine Technician</b>		<b>22</b>
DPET 1310	Introduction to Power Trains	2
DPET 1320	Transmissions	3
DPET 2110	Basic Hydraulics	2
DPET 2130	Brakes	4
DPET 2210	Fundamentals of Suspension	3
DPET 2220	Air Conditioning	4
DPET 2240	Diesel Preventive Maintenance	3
JOBS 2450	Job Seeking Skills	2
<b>TD - Diesel Powered Equipment Technician</b>		<b>45</b>

*All courses are designed to include graded course prep/homework that is calculated into the final grade.*

## Electrician-Industrial Electrician

### Electrician-Industrial Electrician Program

**Description:** The purpose of this program is to prepare individuals to install, maintain, troubleshoot, and repair electrical devices, components, and equipment. Graduates may find employment in industrial, residential, and commercial electrical professions.

### The program objectives for the Electrician-Industrial Electrician program are as follows:

- Provide a basic core of specialized instruction.
- Provide practical shop experience to prepare students for employment in the electrical trades.
- Provide training on how to install, troubleshoot, and repair wiring, electrical equipment, and other electrical devices such as motors, transformers, control systems, instruments, PCL's and lighting systems.
- Emphasize safe and efficient work practices and basic occupational skills.
- Provide training for codes and standards, blueprint reading, wiring diagrams, and installations which are appropriate to the area.
- Secure and maintain gainful employment as a job entry-level electrical assistant.

# ELECTRICIAN-INDUSTRIAL ELECTRICIAN

## Course Requirements

Technical Diploma - CIP 460302

Course #	8 Week	Course Title	Credit Hours
LEAD 1003		Work Readiness or ELEC 2995	3
WKSF 1003	✓	Industrial Workplace Safety or ELEC 1000	3
IJET 1012		Industrial Tools & Calculations or ELEC 2460	2
IMMT 1410		Basic Electricity or ELEC 1111	1
IMMT 1411	✓	Basic Electricity Lab or ELEC 1111	3
ELEC 1131		Basic Electronics	3
ELEC 1204	✓	Residential & Commercial Wiring I	4
ELEC 1230		National Electrical Code	3
ELEC 1214		Residential & Commercial Wiring II	4
IMMT 1120	✓	Blueprint Reading	1
SOLR 1000		Solar Fundamentals	2
CTS - Electrician Helper Level II			29
ELEC 2304		Industrial Wiring Theory & Practice	3
ELEC 1330	✓	Generators/Motors and Transformer Operations	3
ELEC 1220		Electrical Raceway	2
IMMT 1430		Motor Controls or SOLR 1010 PV Solar Applications	3
ELEC 1450	✓	Variable Frequency Drives or SOLR 1020 Industrial Solar Applications	2
ELEC 2620		Programmable Logic Controllers or SOLR 1030 Solar Thermal Applications	3
TD - Industrial Electrician			45



*All courses are designed to include graded course prep/homework that is calculated into the final grade.*

## Heavy Equipment Vehicle Operator

### Heavy Equipment Vehicle Operator

**Program description:** The purpose of the Heavy Construction Vehicle Operator (HEVO) program is to prepare individuals for employment as professional heavy equipment operators and tractor-trailer drivers. The HEVO program is a short-term training course designed to prepare students to enter the heavy construction industry. Program content includes instruction in general construction site safety, operation of diesel powered heavy equipment and tractor trailer rigs, identification of common equipment/vehicle components, defensive driving skills, actual driving on rural, urban and interstate highways, cargo handling, tractor trailer backing and maneuvering, documentation and verification of loads and grades and equipment/vehicle inspections and logging.

### Program Objectives for the Heavy Equipment Vehicle Operator Program are as follows:

- Demonstrate work safety when dealing with all professional heavy equipment and tractor-trailer rigs.
- Demonstrate general construction site safety.
- Demonstrate ability to operate diesel powered heavy equipment and tractor trailer rigs.
- Demonstrate ability to identify common equipment/vehicle components.
- Demonstrate defensive driving skills on rural, urban and interstate highways.
- Demonstrate ability to handle cargo.
- Demonstrate ability to back and maneuver tractor trailer rigs.
- Demonstrate ability to document and verify loads and grades.
- Demonstrate ability to inspect vehicles/equipment.
- Demonstrate ability to log hours according to laws and regulations.

This program has special admissions requirements guided by the Department of Transportation. This program prepares students with the skills needed to successfully pass the Commercial Drivers License exam. See Student Services for more information.

## HEAVY EQUIPMENT VEHICLE OPERATOR (CDL & HEAVY EQUIPMENT VEHICLE OPERATOR)

### Course Requirements

Certificate of Technical Studies - CIP 490202

Course #	8 Week	Course Title	Credit Hours
LEAD 1003		Work Readiness or JOBS 2450	3
WKSF 1003	✓	Industrial Workplace Safety or HCVO 1010	3
HCVO 1013		Orientation to the Construction Trade or HCVO 1000	3
HCVO 1023	✓	Introduction to Earth Moving or HCVO 1130	4
HCVO 1133		Construction Technology and Equipment	4
HCVO 1143	✓	Soils and Machinery	4
<b>CTS - Heavy Equipment Operations Level II</b>			<b>21</b>
CTDP 1053		Commercial Vehicle Operations & Regulations	3
CTDP 1064	✓	Commercial Vehicle Operations II	4
<b>CTS - Heavy Equipment Vehicle Operator</b>			<b>28</b>

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## HVAC Technician

### HVAC Technician Program Description:

The purpose of this program is to provide specialized classroom instruction and practical shop experience to prepare students for employment in a variety of jobs in the field of heating, air conditioning, and refrigeration. The HVAC Technician program prepares individuals to install, diagnose, repair, and maintain the operating condition of domestic, residential, and commercial heating air conditioning, and refrigeration systems.

### The program objectives for the HVAC Technician program are as follows:

- To provide the student with a training program that includes adequate instruction, tools, equipment, and facilities necessary to train the student in servicing and maintaining domestic and/or residential air conditioning and refrigeration units.
- To provide local industry with qualified maintenance and service personnel.
- To provide opportunities for students and industry personnel to receive environmentally safe certification through on-site testing.

# HVAC TECHNICIAN

## Course Requirements

Technical Diploma - CIP 470201

Course #	8 Week	Course Title	Credit Hours
LEAD 1003		Work Readiness or JOBS 2450	3
WKSF 1003	✓	Industrial Workplace Safety or HVAC 2995	3
HVAC 1013		Introduction to HVAC or HACR 1150	4
HVAC 1023	✓	Principles of Refrigeration or HACR 1160	4
HVAC 1033		Fundamentals of Electricity or HACR 1210	3
<b>CTS - HVAC Helper - Level I</b>			<b>17</b>
HVAC 1213	✓	Electric Motors and Components	4
HVAC 1223		Residential Central Air I	3
HVAC 1233	✓	Applied Electricity & Troubleshooting	4
HVAC 1243		Residential Central Air II	3
<b>CTS - HVAC Helper - Level II</b>			<b>31</b>
HVAC 2013	✓	Residential Heating	4
HVAC 2023		Heat Pumps & Specialized Equipment	3
HVAC 2033	✓	Residential System Troubleshooting	3
HVAC 2043		Capstone: HVAC System Design	4
<b>TD - HVAC Technician</b>			<b>45</b>

*All courses are designed to include graded course prep/homework that is calculated into the final grade.*

## **Industrial Instrumentation and Electrical Technology (AAS)**

**Industrial Instrumentation and Electrical Technology (AAS):** This program trains students to become competent, qualified instrument technicians who can meet the ever-changing demands of modern industry. It also provides training in electrical skills that are necessary when working in this industry. This program is offered to provide training leading to employment for area residents as a result of business/industrial demand. The AAS qualifies students for advancement opportunities in the field. Academic readiness must be demonstrated prior to enrolling in the academic core classes in this program. See Student Services for testing options and multiple measures.

**The program objective of the Industrial Instrumentation and Electrical Technology (AAS) are as follows:**

- Demonstrate safety knowledge and practices in the shop.
- Demonstrate ability to install, maintain, troubleshoot, and repair various types of measuring and control instruments and peripherals such as measuring, transmitting, indicating, recording, and controlling devices, final elements, PLC, DCS, optical instruments, and control areas of electronics, motor controls, and different types of measuring systems.
- Demonstrate Industrial Electrical skills needed in the field.
- Demonstrate appropriate knowledge gained from general education courses.

## **INDUSTRIAL INSTRUMENTATION & ELECTRICAL TECHNOLOGY (AAS)**

### **Course Requirements**

Course #	8 Week	Course Title	Credit Hours
LEAD 1003		Work Readiness or INST 2995	3
WKSF 1003	✓	Industrial Workplace Safety or INST 1110	3
IJET 1012		Industrial Tools & Calculations or INST 1340	2
IJET 1022		Electrical Circuits Theory and Practice I or ETRN 1131	2
IJET 1032	✓	Electrical Circuits Theory and Practice II or ETRN 1131	2
ENGL 1015		English Composition I	3
IJET 1212	✓	Electronic Circuits - Theory and Practice	2
IJET 1222		Electrical Power Theory and Practice I	2
IJET 1232		Electrical Power Theory and Practice II	2
IJET 1243	✓	Industrial Electrical Power Theory & Practice I	3
IJET 1253		Industrial Electrical Power Theory & Practice II	3
PHSC 1015		Physical Science	3
<b>CTS - Installation Technician - Level II (24 technical semester credit hours)</b>			<b>30</b>
IJET 2014	✓	Control Systems - Theory and Practice	4
PSYC 2015		Intro to Psychology	3
IJET 2024	✓	Instrumentation Process Measurement Theory & Practice I	4
IJET 2034		Instrumentation Process Measurement Theory & Practice II	4
<b>CTS - Installation Technician - Level III (36 technical semester credit hours)</b>			<b>45</b>
IJET 2043	✓	Instrumentation Control Systems Theory & Practice I	3
IJET 2053		Instrumentation Control Systems Theory & Practice II	3
IJET 2063		Capstone: Integrated Control Systems Troubleshooting	3
<b>TD - Industrial Instrumentation &amp; Electrical Technician (45 technical semester credit hours)</b>			<b>54</b>
MATH 1015	✓	College Algebra	3
SPCH 1015		Introduction to Public Speaking	3
<b>AAS - Industrial Instrumentation &amp; Electrical Technology</b>			<b>60</b>

*All courses are designed to include graded course prep/homework that is calculated into the final grade.*

## Industrial Instrumentation and Electrical Technician (TD)

**Industrial Instrumentation and Electrical Technician Program Description:** This program trains students to become competent, qualified instrument technicians who can meet the ever-changing demands of modern industry. It also provides training in electrical skills that are necessary when working in this industry. This program is offered to provide training leading to employment for area residents as a result of business/industrial demand.

**The program objectives for the Industrial Instrumentation and Electrical Technician (TD) Program are as follows:**

- Demonstrate safety knowledge and practices in the shop.
- Demonstrate ability to install, maintain, troubleshoot, and repair various types of measuring and control instruments and peripherals such as measuring, transmitting, indicating, recording, and controlling devices, final elements, PLC, DCS, optical instruments, and control areas of electronics, motor controls, and different types of measuring systems.
- Demonstrate Industrial Electrical skills needed in the field.

## INDUSTRIAL INSTRUMENTATION & ELECTRICAL TECHNICIAN (TD)

**Course Requirements**  
Technical Diploma - CIP 150404

Course #	8 Week	Course Title	Credit Hours
LEAD 1003		Work Readiness or INST 2995	3
WKSF 1003	✓	Industrial Workplace Safety or INST 1110	3
IIET 1012		Industrial Tools & Calculations or INST 1340	2
IIET 1022	✓	Electrical Circuits Theory and Practice I or ETRN 1131	2
IIET 1032		Electrical Circuits Theory and Practice II or ETRN 1131	2
IIET 1212	✓	Electronic Circuits - Theory and Practice	2
IIET 1222		Electrical Power Theory and Practice I	2
IIET 1232		Electrical Power Theory and Practice II	2
IIET 1243	✓	Industrial Electrical Power Theory & Practice I	3
IIET 1253		Industrial Electrical Power Theory & Practice II	3
<b>CTS - Installation Technician - Level II</b>			<b>24</b>
IIET 2014		Control Systems - Theory and Practice	4
IIET 2024	✓	Instrumentation Process Measurement Theory & Practice I	4
IIET 2034		Instrumentation Process Measurement Theory & Practice II	4
<b>CTS - Installation Technician - Level III</b>			<b>36</b>
IIET 2043	✓	Instrumentation Control Systems Theory & Practice I	3
IIET 2053		Instrumentation Control Systems Theory & Practice II	3
IIET 2063		Capstone: Integrated Control Systems Troubleshooting	3
<b>TD - Industrial Instrumentation &amp; Electrical Technician</b>			<b>45</b>

*All courses are designed to include graded course prep/homework that is calculated into the final grade.*

## Industrial Maintenance Technology (TD)

### Industrial Maintenance Technology

**Program Description:** The purpose of this program is to provide specialized classroom instruction and practical shop experience to prepare students for employment in a variety of jobs in the industrial maintenance field. This program prepares individuals to install, repair, and maintain industrial machinery and equipment such as pumps, motors, pneumatic and hydraulic systems, and production machinery.

**The program objectives for the Industrial Maintenance Technology program objectives are as follows:**

- Demonstrate knowledge of proper safety procedures in the industrial maintenance field.
- Demonstrate ability to install and maintain a large variety of production equipment.
- Demonstrate working knowledge of various electrical theory and applications
- Demonstrate the use of volt meters, amp meters and other electrical testing equipment.
- Demonstrate the ability to read and interpret electrical schematics.
- Demonstrate proper problem solving skills.

## **INDUSTRIAL MAINTENANCE TECHNOLOGY**

### **Course Requirements** Technical Diploma - CIP 470303

Course #	8 Week	Course Title	Credit Hours
LEAD 1003		Work Readiness or JOBS 2450	3
WKSF 1003	✓	Industrial Workplace Safety or IMMT 1110	3
IMMT 1311		Pipefitting	2
IMMT 1410		Basic Electricity	1
IMMT 1411	✓	Basic Electricity Lab	3
IMMT 1120		Blueprint Reading	1
IMMT 1220	✓	Pneumatics	3
IMMT 1221		Pneumatics Application	3
IMMT 1230	✓	Hydraulics	3
IMMT 1241		Hydraulics Troubleshooting Projects	3
<b>CTS - Hydraulic and Pneumatic Technician</b>			<b>25</b>
IMMT 1111	✓	Maintenance Welding I	3
IMMT 1112		Maintenance Welding II	3
<b>CTS - Maintenance Helper</b>			<b>31</b>
IMMT 1430	✓	Motor Controls	3
IMMT 1320		Millwright I	4
IMMT 1330	✓	Millwright II	4
IMMT 1440		Programmable Logic Controllers	3
<b>TD - Industrial Maintenance Technology</b>			<b>45</b>

*All courses are designed to include graded course prep/homework that is calculated into the final grade.*

## Information Technology

### Information Technology Program Description:

The Information Technology program is divided into a basic core and a specialty networking area. The basic core courses of study will prepare individuals to troubleshoot, repair, and maintain computer systems and basic local area network problems. Students will also learn to operate a computer using current operating system software and use current application software for manipulating spreadsheets, databases, and word processing documents.

### The Program Objectives for the Information Technology Program are as follows:

- Demonstrate ability to troubleshoot, repair, and maintain computer systems.
- Demonstrate ability to troubleshoot, repair, and maintain basic local area network problems.
- Demonstrate ability to operate a computer using current operating system software.
- Demonstrate ability to use current application software for manipulating spreadsheets, databases, and word processing documents.

# INFORMATION TECHNOLOGY

## Course Requirements

Technical Diploma - CIP 110901

Course #	Course Title	Credit Hours
ORNT 1000	Freshman Seminar or Work Readiness (LEAD 1003)	1
INTE 1100	Installation and Troubleshooting, Part I	3
CPTR 1010	Digital Literacy	3
INTE 1110	Installation and Troubleshooting, Part II	3
INTE 1200	Operating Systems	3
INTE 2200	Security Plus	3
INTE 2110	Networking Technologies	3
JOBS 2450	Job Seeking Skills or Work Readiness (LEAD 1003)	2
<b>Total ICT Core</b>		<b>21</b>
INTE 2010	Introduction to Client/Server Networking	3
INTE 2120	Introduction to Basic Routers	3
<b>CTS - Network Administrator</b>		<b>27</b>
INTE 2020	Server Network Infrastructure	3
INTE 2030	Active Directory	3
INTE 2902	Internship	3
INTE 2850	Emerging Technologies	3
INTE 2130	Intermediate Routing and Switching	3
INTE 2140	Wide Area Network Protocols	3
<b>TD - ICT Computer Network Specialist</b>		<b>45</b>

*All courses are designed to include graded course prep/homework that is calculated into the final grade.*



## Patient Care Technician

### Patient Care Technician Program Description:

This program prepares individuals for a variety of job opportunities in the health occupations areas and is generated to meet the need for cross training of employees in health care facilities. Graduates may find employment in long-term care facilities, hospitals, laboratories, and clinics where basic bedside nursing skills are required, as well as the skills of phlebotomy, performing electrocardiograms (EKG), stress testing, and other monitoring procedures.

### Patient Care Technician Mission Statement:

The Patient Care Technician (PCT) Program, incorporating the areas of Certified Nursing Assistant, EKG Technician and Phlebotomy, delivers both classroom instruction, instructor-supervised and preceptor-supervised clinical activities in accredited hospitals, clinical laboratory settings, and long-term care facilities. This program prepares students for employment in a variety of settings including the above healthcare areas as well as blood donation centers, mortuaries and coroner's officers. Individuals are provided with quality and relevant learning opportunities consistent with the identified needs of the student, business, and industry. This is presented in a manner utilizing current advances in adult learning techniques to enhance the life-long learning of the students.

### The program objectives for the Patient Care Technician program are as follows:

- To identify the role and responsibilities of the Patient Care Technician.
- To demonstrate skills of observation and communication.
- To develop basic knowledge of normal structure and function of the human body to distinguish between normal and abnormal functioning.
- To acquire the knowledge and skills needed to administer safe and appropriate bedside care to a patient under the direction of a Medical Technologist or appropriate Cardiopulmonary supervising personnel.
- To acquire the knowledge and skills needed to prevent the spread of pathogenic organisms.
- To acquire the knowledge and skills needed to perform Phlebotomy, EKG and Basic Care in a safe manner.

# PATIENT CARE TECHNICIAN

## Course Requirements

CTS 512601

Course #	8 Week	Course Title	Credit Hours
LEAD 1003		Work Readiness or HCOR 2996	3
CPTR 1002	✓	Computer Literacy and Applications or CPTR 1001	3
HCOR 1211		Nursing Fundamentals I	3
HCOR 1212		Skills Application	2
HCOR 1200	✓	Introduction to Anatomy & Physiology	2
BOTH 1210		Administrative Procedures for Medical Office	3
HPL 1013	✓	Phlebotomy	4
HEKG 1113		EKG	2
HCOR 1601		Communication Techniques in Healthcare	2
HPL 1023		Phlebotomy Clinical	3
HEKG 1123	✓	EKG Clinical	1
HCOR 1801		Professional Aspects for Healthcare Providers	1
<b>CTS - Patient Care Technician</b>			<b>29</b>

*All courses are designed to include graded course prep/homework that is calculated into the final grade.*

## Practical Nursing Program Description

**Practical Nursing Program Description:** This program prepares students to meet the licensure requirements for Licensed Practical Nurse (LPN), as established by the Louisiana State Board of Practical Nurse Examiners (LSBPNE). The program progresses from simple to complex and consists of classroom instruction, lab practicum and supervised clinical activities in accredited hospitals, nursing homes, and other health care agencies. Each course in the PN program must be completed with a minimum score of 80%. Upon graduation, the student is awarded a diploma and is eligible to take the National Council of State Boards Licensure Examination for Practical Nurses (NCLEX-PN).

### Practical Nursing Mission Statement:

The mission of this program is to provide both classroom instruction and supervised clinical activities in accredited hospitals, nursing homes, and other health care agencies to meet community demands for an educated and technically competent entry level practical nurse. The framework for this educational process reflects a three pronged approach to the “calling” of nursing. That is that nursing education must reflect the tradition of Nightingale, ethical considerations in problem solving and the science of nursing known as the nursing process. This is presented in a manner reflecting the current advances in adult learning theory to enhance the life-long learning of the students.

### The program objectives for the Practical Nursing Program are as follows:

Upon successful completion of the Practical Nursing Program of NLTCC, the graduate should be able to:

- Utilize the nursing process to assess, plan, implement, and evaluate the basic needs of the newborn, pediatric, geriatric, obstetrical and medical-surgical patient.
- Apply basic knowledge of human behavior and effective communication skills in establishing relationships with patients, their families and members of the health care team.
- Identify the responsibilities according to scope of practice and recognize the limitations of a Practical Nurse in providing safe and efficient care.
- Display attitudes and work habits which will enable the individual to become a valuable employee.
- Successfully write the National Council Licensing Exam-PN.
- Secure and maintain gainful employment as a Licensed Practical Nurse.

# PRACTICAL NURSING

## Course Requirements

Technical Diploma - CIP 513901

Course #	Course Title	Credit Hours
CPTR 1002	Computer Literacy and Applications	3
LEAD 1003	Work Readiness	3
HNUR 1211	Nursing Fundamentals I	4
HNUR 1212	Geriatric Clinical I	1
HNUR 1000	PN Applications	2
HNUR 1100	Anatomy/Physiology for PNs	5
HNUR 1322	Nutritional Aspects	1
HNUR 1363	Basic Pharmacology	2
HNUR 1411	Nursing Fundamentals II	3
HNUR 1460	Advanced Pharmacology	2
HNUR 2118	Medical Surgical I	7
HNUR 2128	Medical Surgical II	7
HNUR 2138	Medical Surgical III	7
HNUR 2522	Mental Illness/Psychiatric Nursing	2
HNUR 2611	IV Therapy	1
HNUR 2712	Obstetrics	2
HNUR 2722	Pediatrics	2
HNUR 2812	PN Leadership & Management	2
TD - Practical Nursing		56

*All courses are designed to include graded course prep/homework that is calculated into the final grade.*

## Welding

**Welding Program Description:** The purpose of the Welding Program is to prepare individuals for employment in the field of welding. Instruction is provided in various welding processes and techniques of welding including oxyfuel cutting, carbon arc cutting, shielded metal arc welding, gas tungsten arc welding, flux-cored arc welding, gas metal arc welding, pipe-welding, plasma arc cutting, blueprint reading, weld symbols, and joints.

**The Program Objectives for the Welding program are as follows:**

- Demonstrate skills in
  - processes and techniques of welding
  - oxyfuel cutting
  - carbon arc cutting
  - shielded metal arc welding
  - gas tungsten arc welding
  - flux-cored arc welding
  - gas metal arc welding
  - pipe-welding
  - plasma arc cutting
  - blueprint reading, weld symbols, and joints.
- Demonstrate skills necessary for entry-level employment as a welder.

# WELDING

## Course Requirements

Technical Diploma - CIP 480508

Course #	8 Week	Course Title	Credit Hours
LEAD 1003		Work Readiness or JOBS 2450	3
WKSF 1003	✓	Industrial Workplace Safety or WELD 1111	3
WELD 1023		SMAW Basic Bead	3
WELD 1411	✓	SMAW Fillet Weld	3
WELD 1421		SMAW V-Groove Open/BU/GOUGE	4
<b>CTS 1 - Welder Helper Level I</b>			<b>16</b>
WELD 1510	✓	SMAW Pipe 2G	4
WELD 1511		SMAW Pipe 5G	4
WELD 1512	✓	SMAW Pipe 6G	4
WELD 1074		GTAW Basic Multi-Joint	4
<b>CTS 2 - Welder Helper Level II</b>			<b>32</b>
WELD 2231	✓	GTAW Aluminum Multi-Joint or Special Project	4
WELD 2312		GMAW Basic Fillet Weld /Groove Welds	3
WELD 2100		FCAW Basic Fillet Weld /Groove Welds	3
WELD 2123	✓	Capstone: Advanced Welding Problem Solving	3
<b>TD - Welding</b>			<b>45</b>

*All courses are designed to include graded course prep/homework that is calculated into the final grade.*

## ADMISSIONS & STUDENT SERVICES

Northwest Louisiana Technical Community College is an open admissions institution, as established by the Louisiana Legislature and approved by the Board of Regents and Louisiana Community and Technical College System.

Any person above the age of 16, regardless of prior academic preparation, may be fully admitted to NLTC as long as the following criteria are satisfied:

- The person has completed and submitted an application for admission.
- The person has provided proof of selective service registration as required by Louisiana R.S. 17:3151.
- The person has satisfied the requirements of Louisiana R.S. 17:170 related to the immunization of persons entering school.

Persons 16 years of age or younger must, in addition to the requirements stated above, provide proof of graduation from a state-approved high school or high school equivalency to be fully admitted to NLTC. This admission policy does not apply to the following: (1) High School Dual Enrollment students and (2) International students.

Certain programs within the institution may require additional admission standards in order to meet external regulatory agency requirements. Programs requiring high school diploma or equivalent:

- **TD Nursing**
- **CTS Patient Care Technician**
- **CTS Phlebotomy**
- **CTS EKG**
- **CTS Heavy Equipment Vehicle Operator**

(\*Proof of high school diploma or equivalent is required prior to registering for courses.)

All eligible persons are assured equal opportunity for admission without regard to ethnicity, religion, gender, national origin, age, disability, marital status, or veteran status. Northwest Louisiana Technical Community College reserves the right to refuse admissions to any student.

Full admittance to the college does not guarantee student has met the eligibility requirements for Federal Financial Aid.

NLTC operates on a three-semester system, which includes a summer term. A qualified applicant may register at the beginning of any academic session within the semester. Complete admission records must be received in the Admissions/Registrar's Office prior to registration in order for the applicant to be notified regarding eligibility for admission.

The student's **permanent record** may contain the following information: academic transcripts from high school and college, placement test scores, immunization records, and proof of Selective Service registration by male students.

## **1: Admission of First-Time Freshmen**

A first-time freshman is a student who has not previously attended NLTCC or any other regionally or nationally accredited institution of higher education. A student will also be classified as a first-time freshman if he/she previously attended another regionally or nationally accredited institution, but has earned fewer than 12 semester credit hours.

The applicants described below meet requirements for college admission. **Admission Procedure**

A student seeking admission to NLTCC must submit an admission application and required admission documents prior to registering for courses. Admission applications and required documents may be found online at [www.NLTCC.edu](http://www.NLTCC.edu) or Student Services on the nearest NLTCC Campus.

### **Immunization Compliance**

As required by Louisiana R.S. 17:110, students born after 1956 must provide proof of immunization against measles, mumps, rubella, and tetanus-diphtheria as a condition of enrollment. The law allows for a medical or personal exemption; however, should an outbreak occur, students signing exemptions will be excluded from class and other campus activities during an incubation period of two to three weeks. For additional information and forms, contact Student Services.

### **Military Service Act for Admission**

**Register online or verify your official registration date by visiting the Selective Service System ([www.sss.gov](http://www.sss.gov)).**

In accordance with the requirements of Louisiana R.S. 17:3151 (Acts 1985, No. 185, Section 1; Acts 1987, No. 214, Section 1; and Acts 1999, No. 345), and the Federal Selective Service Act, all students who are required to register for the selective students under the Federal Military Service Act must provide the institution proof of registration prior to enrolling.

- A. Except as provided in parts B and C below, no person who is required to register for the federal draft under the federal Military Service Act shall be eligible to enroll in the institution until such person has registered for such draft. Such persons shall submit to the institution a statement of compliance and written proof of draft registration and selective service status as part of the required documents for admission.
- B. A veteran of the armed forces of the United States may submit a copy of his discharge papers or his discharge certificate in lieu of the statement of compliance.
- C. A person who has not registered for the federal draft shall be eligible to enroll in a post-secondary school if both of the following occur:
  - The requirement for the person to register has terminated or become inapplicable to the person.
  - The person makes a showing satisfactory to the institution why there was a failure to register.

### **Assessment and Placement**

Placement tests and Multiple Measures may be utilized to determine levels of proficiency in the basic skills of English, mathematics, and reading. NLTCC utilizes the ACCUPLACER Placement Test and/or Multiple Measures for students seeking to enter into an Associate of Applied Science program or one of the following: Practical Nursing, Patient Care Technician. Students must establish academic readiness prior to enrolling in the academic core classes including English and Math. Students may submit standardized test scores (i.e. ACT or SAT) to assist in placement in academic courses; however, use of those scores may not preclude a student from taking the placement test. Appropriate scores from the ACCUPLACER Placement Test can, also, be used to determine level of placement.

## Developmental Education

NLTCC does not have developmental education courses. Students who are not yet academically prepared for college-level work may register with WorkReadyU Adult Education to improve their academic readiness including English, Math, Reading and study skills.

## Admission Status

Students should submit the required admission documents to the Admissions/Registrar's Office prior to enrolling. Students must meet all prerequisite requirements. NLTCC reserves the right to require additional admission documentation.

**First-time Freshman** - An applicant who has never attended any college or other post-secondary institution after high school graduation. A student will also be classified as first-time freshman if he/she previously attended another regionally or nationally accredited institution, but has earned fewer than 12 semester credit hours.

**Transfer Student** - A student who has been enrolled at any college or university prior to applying to Northwest Louisiana Technical Community College after high school graduation. If you have attended this institution in the past but left and attended another college and are coming back you are considered a transfer student.

**Returning Student** - A student who formerly attended Northwest Louisiana Technical Community College and is returning after being absent one or more terms (not including the summer or winter sessions). If you attended another college while absent you are considered a *transfer student*. Former students must meet all admissions requirements from previous semesters before enrolling into the College.

**Visiting Student** - A student who is attending another institution but wishes to take courses for one term. (Not eligible for financial aid.)

## Required Documents

- Online Admission Application
- High School Transcript or High School Equivalency (Required for Heavy Equipment Vehicle Operator, Practical Nursing and Patient Care Technician)
- Immunization Compliance
- Selective Service ([www.sss.gov](http://www.sss.gov))
  - Who Must Register, ([www.sss.gov/Portals/0/PDFs/WhoMustRegisterChart.pdf](http://www.sss.gov/Portals/0/PDFs/WhoMustRegisterChart.pdf))
- Active duty military, veterans and military/veteran dependents using GI Bill® benefits must provide official transcripts from all previously attended colleges as well as military training transcripts.

## Optional Documents

- High School Transcript or High School Equivalency (Required for Heavy Equipment Vehicle Operator, Practical Nursing and Patient Care Technician)
  - NLTCC may have access to high school transcripts through the Board of Regents Student Transcript System for those students who graduated from a Louisiana high school in 2003 or later and who consented to release their information.
- American College Test (ACT) or SAT scores

- Students who have taken the ACT or SAT may supply NLTCC with a copy of these results. Certain scores may exempt the student from having to take the placement test and may result in the student not having to take certain developmental courses. Students who have not taken the ACT, the SAT or have not provided NLTCC with those scores may be required to take the ACCUPLACER Placement Test.
- FERPA Waiver
- Official College Transcripts
  - Students must submit official college transcripts when using courses from other institutions to satisfy a prerequisite, to complete curriculum requirements, or to satisfy curriculum requirements for graduation. Official transcripts must be sent directly from the college or university to the Admissions/Registrar's Office or to an Admissions/Registrar's college representative.
- Students on suspension from another institution, should consult with the suspending institution for policies regarding transferability of courses taken at NLTCC while on suspension. **It is the student's responsibility to obtain this information prior to the start of the semester.**
- Students on disciplinary suspension at another institution are not eligible to attend NLTCC.

### **High School Graduates:**

1. High school graduates of secondary education schools approved by the Louisiana Department of Education or from out-of-state high schools that are accredited by a regional or national accrediting association are eligible for college admission.
2. High school graduates from schools NOT approved by the Louisiana Department of Education or from a high school that is NOT regionally or nationally accredited may be eligible for college admission into certain occupational programs. They will be directed to WorkReady U to determine what pathway best meets their needs. Some NLTCC programs may have specific age requirements due to the nature of training involved or due to licensing board requirements.
  - a. For placement purposes, NLTCC accepts scores on any of the tests that are approved as an NLTCC Placement Exam (ACT, ASSET, COMPASS, ACCUPLACER (Classic, New Generation)).

### **Non-High School Graduates:**

1. Non-high school graduates who have passed the General Education Diploma (GED) or HiSET exam are eligible for admission. Some NLTCC programs may have specific age requirements due to the nature of training involved or due to licensing board requirements.
2. Non-high school graduates without a GED and who are at least 16 years of age (or meet specific program age requirements) may be eligible for college admission into certain occupational programs. Some programs may have specific age requirements due to the nature of training involved or have specific program requirements due to licensing board requirements.

For placement purposes, NLTCC accepts scores on any of the tests that are approved as an NLTCC placement exam (ACT, ASSET, COMPASS, ACCUPLACER (Classic, New Generation)). Students that do not have a high

school diploma or a GED/HiSET will be enrolled in the WorkReady U program where they may work towards earning their high school diploma while taking classes towards their technical diploma.

### **PROCEDURE FOR ABILITY TO BENEFIT**

Non-high school graduates without a GED/HiSET may be eligible for college admission into certain occupational programs once they have demonstrated the ability to benefit. Some programs may have specific age requirements due to the nature of training involved or have specific program requirements due to licensing board requirements. All students are admitted uniformly according to Northwest LTC policy.

- a. For placement purposes, a student may be determined to have “the ability to benefit” (ATB) from the education or training offered by the institution.
- b. For placement purposes, NLTCC accepts scores on any of the tests that are approved as an NLTCC placement exam (ACT, ASSET, COMPASS, ACCUPLACER (Classic, New Generation)).

Campus Level Procedures for admitting non-high school graduates with no equivalency diploma:

- Student is identified upon enrollment with specific identification in Banner.
- Student is advised upon enrollment of requirements of admissions and all student services available to student.
- Students are referred to the WorkReady U program to take the ATB test.
- Each campus monitors these students for successful completion.
- The Chief Academic and Student Affairs Officer reviews student files annually to ensure that these procedures are being followed uniformly.
- In addition, the files are reviewed to determine the status of students admitted under these procedures.

### **Home-Schooled Students:**

Home-schooled students who wish to attend NLTCC are encouraged to apply during the equivalency of their junior or senior year of high school. Admissions requirements for home-schooled students are the same as for all new students. However, if a home-schooled student does not have a high school diploma or GED/HiSET diploma, he or she must provide the following:

An official, current transcript for any coursework completed at a public/private high school (if applicable).

A complete list of the courses taken during the freshman through senior year of the Home School Study Program.

A complete list of the textbooks used during the home school study program.

## **2. Procedure for Enrolling First-Time Freshmen (Degree/Diploma/Certificate)**

1. Complete a formal application for admission prior to the beginning of the semester for which admission is sought via the online application or via the Office of Student Services.



2. High school transcripts are not required for admission to the college; however, they may be required for various program enrollment, financial aid purposes, or to exempt an individual from taking the ACCUPLACER placement exam. Provide proof of high school graduation **as applicable**:
  - b. Applicant must provide an official high school transcript if the campus is unable to access STS (State Transcript System) data. STS data should be available to campus official for all students graduating in May 2003 or later.
  - c. Applicants who graduated 10 years prior to their admission date may provide the high school diploma for photocopying
  - d. Applicants with an accredited GED or HiSET must bring in the original certificate or scores to be photocopied by the campus office of student services. Those earning their GED 10 years prior may provide the GED diploma for photocopying. Applicants who received their GED in Louisiana may request a copy of their scores or duplicate diploma at the LCTCS' WorkReady U-Adult Education and GED services office. This form can be obtained in the office of student services.
3. Unless already exempted by approved test scores applicants for the Practical Nursing, Patient Care Technician, and Associate Degree programs must take the ACCUPLACER or Asset Placement Test. For all other programs, if a transcript is provided showing completion of a high school diploma or GED/HiSET, ACCUPLACER placement testing will be waived. If a transcript is not provided, WorkReady U will determine the pathway that best meets the students needs:
4. Provide proof of immunization from measles, mumps, rubella, tetanus, and diphtheria if born after 1956 (on state-approved form) as per Louisiana Revised Statute 17:170.10 or sign the immunization waiver form in the on-line application for admission.
5. If required, register for the federal draft prior to enrollment (per Louisiana Revised Statute 17:3151).

### **3: Admission of Transfer, Inter-Transfer, and Re-Entry Students**

- a. A **transfer** student is any student who has attended any other regionally accredited postsecondary institution of higher education.
- b. An **inter-transfer** student is any student who transfers between programs at the same campus.
- c. A **re-entry** student is any student who has previously attended the NLTCC campus of original enrollment and who has had at least a regular semester (Fall or Spring) break in enrollment.  
Note: Summers are not considered regular semesters.

All students wishing to transfer with fewer than 12 semester hours of coursework earned must meet the same requirements as a First-Time Freshman as outlined in **Section 1** of this policy.

Course work taken at an institution accredited by COE or a regionally accredited postsecondary educational institution outside of Northwest Louisiana Technical Community College will be evaluated by the campus records office for transfer credit. Only grades of "C" or higher in program major courses are accepted for transfer credit upon approval of the Department Head. Students must request evaluation of transfer credit by completing a "Transcript Evaluation Request" and submitting an official college transcript. Students should allow sufficient time for transcript evaluation. College residency requires that transfer students successfully

complete a minimum of 25 percent of course requirements at Northwest Louisiana Technical Community College prior to being awarded a credential.

Postsecondary students with more than 12 semester hours of coursework must meet the specific requirements for the program of entry.

### **Procedure for Enrolling Postsecondary Transfer Students with 12 Credit hours or more:**

1. Complete a formal application for admission prior to the beginning of the semester for which admission is sought via the online application or via the Office of Student Services.
2. Have **official** transcripts mailed to the NLTC campus Director of Student Services from each college or university previously attended, whether credit was earned or not, **if applicable** for program entry, financial aid purposes, or to waive placement testing. Transcripts are not required for admission to the college.
3. Take the ACCUPLACER or ASSET placement test unless exempted by:
  - a. ACT scores
  - b. Transcript showing completion of a high school diploma or GED/HiSET from an approved school. Practical Nursing, Patient Care Technician, and Associate Degree programs are not eligible for this exemption and will be required to take the ACCUPLACER or ASSET unless another exemption is met.
  - c. \*Official proof of an Associate or higher level degree
  - d. \*Official proof of satisfactory completion of approved college level English and Math

\*Transfer students whose official transcripts prove the successful completion (minimum of “C”) in required college level transferable general education courses are exempt from taking the placement test unless otherwise required for program entry by an accrediting agency; i.e., Louisiana State Board of Practical Nurse Examiners (*LTC Policy IS1930.173*).

4. Provide proof of state required immunizations if born after 1956 (on state-approved form) as per Louisiana Revised Statute 17:170 or sign the immunization waiver form in the on-line application for admission. Health Occupations students may not be able to declare exemption from certain immunizations due to licensing board requirements.
5. High school transcripts are not required for admission to the college; however, they may be required for various program enrollment, financial aid purposes, or to waive the ACCUPLACER placement test for eligible programs. Practical Nursing, Patient Care Technician, and Associate Degree programs must take the ACCUPLACER or provide approved test scores. **If applicable**, provide official high school transcript if the campus is unable to access STS (State Transcript System) data. Note: If the student graduated 10 or more years prior to admission, he/she may provide the high school diploma for photocopying. GED recipients may bring in the original certificate or scores to be photocopied by the Office of Student Affairs. STS data is not acceptable for Practical Nursing programs due to licensing board requirements. An official high school transcript is required.
6. If required, register for the federal draft prior to enrollment (per Louisiana Revised Statute 17:3151).

**Inter-Transfer students** who want to transfer from one program to another program at the same Northwest Louisiana Technical Community College campus may be admitted to the new program to be effective the next semester if the following conditions are met.

1. The student submits a written request to change program major to the Student Services Office.
2. The student meets placement requirements or enrolls in WorkReady U.
3. There is space available in the program.
4. The student is in good academic standing

Credit will be awarded for courses successfully completed in the original program that have the same competencies as courses in the new program area. Transfers between programs may affect financial aid eligibility.

### **Procedure for Enrolling Re-Entry Students (Degree/Diploma/Certificate)**

1. Complete a formal application for admission prior to the beginning of the semester for which admission is sought via the online application or via the Office of Student Services.
2. Students who do not attend for one regular semester (Fall or Spring) will be readmitted under the curriculum in effect at the time of readmission.
3. Students being readmitted under a different program/major must meet all program requirements for admission for that program.
4. Unless already exempted by approved test scores, students must take the ACCUPLACER or Asset Placement Test, provide a transcript showing completion of a high school diploma or GED/HiSET, or be referred to WorkReady U.

### **4: Admission of a Non-Degree Seeking Student**

1. Complete a formal application for admission prior to the beginning of the semester for which admission is sought via the online application or via the Office of Student Services.
2. Provide proof of immunization from measles, mumps, rubella, tetanus, and diphtheria if born after 1956 (on state-approved form) as per Louisiana Revised Statute 17:170 or sign the immunization waiver form in the on-line application for admission.
3. Prior to enrollment in any general education course, take the NLTC placement test and meet the required scores, unless exempted by approved test scores.
4. If required, register for the federal draft prior to enrollment (per Louisiana Revised Statute 17:3151).

Notes:

- A non-degree seeking student cannot earn a credential from NLTC.
- Though not required, it is recommended that a non-degree seeking student declares a degree/diploma/certificate seeking program after earning 11 credit hours.

- A student changing from non-degree seeking status to degree/diploma/certificate seeking status must meet, at the time of program change, all requirements for the occupational program in which he/she is seeking admission.

### **5: Admission Limitations and Requirements to Specific Programs**

- All applicants seeking admission into Associate Degree programs must be either graduates of an approved school of secondary education or have earned a GED or HiSET from an approved school of secondary education and meet any program admission requirements as defined by a regulatory or accrediting agency of the program.
- All applicants seeking admission into any Certificate or Technical Diploma program must meet any program admission requirements as defined by a regulatory or accrediting agency of the program.
  - a. A high school diploma or high school equivalency diploma (GED/HiSET) is a requirement for admission into Industrial Electrician, Instrumentation, Practical Nursing, Patient Care Technician, Phlebotomy, and Associate of Applied Science (AAS) Degree programs. Applicants in the Barber Styling program must either have a high school diploma or high school equivalency diploma (GED/HiSET) or provide proof each semester that they are working toward such credential.
  - b. A student shall have reached 16 years of age prior to entry into a technical college if they are currently enrolled in high school (17 years for Health Occupations and 18 years for the truck driving portion of Heavy Construction Vehicle Operator).

### **6: Admission of Dual Enrolled High School Student**

High school students are eligible to attend NLTCC Campuses to earn credit toward their high school diploma. Students who are serious about wanting to learn a trade, who are willing to attend regularly, and who are ready to make a sincere effort are encouraged for admission. The student may enroll during the regular academic year or during the summer semester. High school students may also enroll through special programs arranged by their parish school systems in coordination with NLTCC Campuses and CCTC. High school students who are formally enrolled in a Tech Prep Program with their local high school may also be enrolled in programs at NLTCC. High school students must adhere to all Technical College rules and regulations.

To receive recommendation for high school credit, a student must satisfactorily complete the assigned course work. Since most of the training is practical and must be done in the school, good attendance is necessary because students cannot make up training missed by doing “homework” as is the case with most high school subjects. All absences adversely affect a student’s grade. All high school students are to follow the NLTCC calendar. Students are subject to being dropped for non-attendance. Any student not in class when attendance is checked shall be marked absent. If a student must sign out of class for any reason, they will be given attendance credits only for those hours attended, rounded to the nearest half hour. Other considerations that affect grades include student interest, attitude, cooperation, effort, safe work habits, and observance of school rules.

#### **Eligibility for College Admission of Dual Enrolled High School Students:**

- College admission of high school students enrolled **on-site** at NLTCC campuses will be limited to those high school students at least 16 years of age or at the Junior or Senior level in high school.
  - The total number of admissions on-site will be determined by specific program capacities.

- Dual Enrolled high school students must, each semester, have the approval of the high school principal or counselor and parent or guardian prior to college admission.
- High school students must meet college admission requirements defined below for their program status of choice: Certificate/Technical Diploma Seeking or Non-Degree seeking. High school students must meet any special requirements for the programs in which they are seeking admission.

#### **Limitations of concurrently/dual enrolled high school students**

- Dual enrolled high school students are not eligible for Title IV funds.
- Dual enrolled high school students are not eligible for admission into associate degree programs.
- Dual enrolled high school students who are receiving instruction in NLTCC courses at the high school site cannot be concurrently enrolled with adults at that same high school site unless the high school site is an approved COE instructional service center.

#### **Admission as Certificate or Technical Diploma Seeking Students**

- Dual enrolled high school students are limited to college admission in Certificate or Technical Diploma programs that do not require a high school diploma or GED for admission or programs that have any special requirements set by regulatory and/or accrediting agencies.
- Prior to initial college admission *and* with any break in a regular semester of enrollment (excluding summer), dual enrolled high school students must submit a completed NLTCC High School Student Dual Enrollment form.
- After graduating high school, students wishing to continue their education at the college must take a placement exam.
  - For placement purposes, NLTCC accepts scores on any of the tests that are approved as an LTC placement exam (ACT, ASSET, COMPASS, ACCUPLACER (Classic, New Generation)). Placement testing is waived upon admission if a transcript is provided showing completion of a high school diploma or GED/HiSET, except for the Practical Nursing, Patient Care Technician, and Associate Degree programs.
- 5. Provide proof of state required immunizations if born after 1956 (on state-approved form) as per Louisiana Revised Statue 17:170 or sign the immunization waiver form in the on-line application for admission.

#### **Admission as Non-Degree Seeking Students**

- Non-degree seeking students cannot earn a credential from LTC.

- Prior to initial college admission *and* with any break in a regular semester of enrollment (excluding summer), dual enrolled high school students seeking enrollment as non-degree seekers must submit a completed NLTCC High School Student Dual Enrollment form.
- 6. Provide proof of state required immunizations if born after 1956 (on state-approved form) as per Louisiana Revised Statute 17:170 or sign the immunization waiver form in the on-line application for admission.
  - Though not required, it is recommended that non-degree seeking students declare a program status as certificate or technical diploma seeking after earning 11 credit hours.
    - Students changing from a non-degree seeking status to a certificate or technical diploma seeking status must meet, at the time of program change, all requirements for the program in which they are seeking admission.

### **Continuing Status of Dual Enrolled High School Students**

- Dual enrolled high school students who continue enrollment in the same program without a break in a regular semester of enrollment (excluding summers) must submit a completed NLTCC High School Student Dual Enrollment form prior to the beginning of subsequent semesters of enrollment.
- Dual enrolled high school students who continue enrollment without a break in a regular semester of enrollment (excluding summers) but who wish to change programs must submit a completed NLTCC High School Student Dual Enrollment form **and** an approved LTC Request for Program Change form prior to the beginning of the subsequent semester of enrollment.
  - Students changing programs must meet all requirements for the program in which they are seeking admission.
- Dual enrolled high school students who have previously attended the campus of original enrollment of a Louisiana Technical College **and** who have at least one regular semester break in enrollment must meet re-admission requirements below. Note: summers are not considered as a regular semester.

### **Provisions of Re-Admission:**

- Prior to college re-admission, dual enrolled high school students must submit a completed LTC Application for Admission along with a completed LTC High School Student Dual Enrollment form before the beginning of the semester for which re-admission is sought.
- Certificate and Technical Diploma seeking dual enrolled high school students who do not attend for one regular semester (Fall or Spring) will be re-admitted under the curriculum in effect at the time of re-admission.
- Dual enrolled high school students being re-admitted under a different program/major from their initial college admission must meet all program requirements for admission to that program.

- To be eligible for unconditional re-admission, dual enrolled high school students must have earned at least a 2.000 cumulative grade point average on all work attempted, both at the LTC and at all other colleges and universities attended. If this condition is not satisfied, applicants for re-admission will be re-admitted on academic probation.
- Dual enrolled high school students admitted on academic probation must earn a semester grade point average of 2.000 or higher during the incoming semester of enrollment in order to enroll in subsequent college semesters.

## **LOUISIANA ADULT EDUCATION PROGRAM: WorkReady U**

The WorkReady U vision is built on the notion of recasting the expectations of our most important natural resource - our people. The WorkReady U mission is to prepare our students with the skills necessary to compete for family sustainable employment. The 600,000 working age adults in Louisiana without a high school credential need an opportunity to obtain the skills necessary to achieve a better life. By placing the responsibility for adult education with the LCTCS, creating clear pathways into and through career and technical education programs that lead to life-sustaining jobs, Louisiana has radically changed its adult education delivery model and can now substantially increase the number of people who are part of the middle class.

As a symbol of the new vision, the Louisiana adult education program has been re-named "WorkReady U." With a renewed set of expectations and a different culture, adult education in Louisiana is no longer just about obtaining your high school equivalency diploma, but acquiring the means to improved life circumstances resulting from gaining the skills that lead to a job providing a sustainable wage.

The WorkReady U provider network consists of 37 programs that operate more than 200 adult education instructional sites throughout Louisiana by providing the following services:

- basic skills remediation
- secondary credential preparation
- wrap around student services
- transitional services
- postsecondary dual enrollment

**WORKREADY-U ENROLLMENT GUIDELINES** *LCTCS POLICY#1.116* Students who do not have a GED or High School Diploma may apply for admission into the Work-Ready-U program to attain a GED and must meet the following requirements:

1. Complete a formal application for admission prior to the beginning of the semester for which admission is sought.
2. Pay a \$20 testing fee. (Additional fees \$15)
  7. Provide proof of immunization from measles, mumps, rubella, tetanus, and diphtheria if born after 1956 (on state-approved forms) as per Louisiana Revised Statute 17:170.10 or sign the immunization waiver form in the on-line application for admission.
3. Students must be 18 years of age or older to enroll in the Work-Ready-U program.
4. The parents, tutor, or other person responsible for the school attendance of a child who is under the age of 18 and who is enrolled in school beyond his sixteenth birthday may request a waiver from the local superintendent for the child to exit school to enroll and attend an adult education program approved by the Board of Supervisors of the Louisiana Community and Technical College System (LCTCS).
  - a. In the case of a child with no parent, tutor, or other person responsible for his school attendance, the local school superintendent may act on behalf of the student in making such a request if one or more of the following hardships exist and if the following appropriate documentation is on file at the local school board office:
    - i. pregnant or actively parenting;
    - ii. incarcerated or adjudicated;
    - iii. institutionalized or living in a residential facility;
    - iv. chronic physical or mental illness;



- v. family and/or economic hardships.
  - 1. Family and/or economic hardships is defined as a student who acts as a caregiver or must work to support the family due to a parents' death or illness, or needs to be removed from an existing home environment.
- b. The local school superintendent or his/her designee may approve the request without requesting action from LCTCS. If the request to exit school to enroll in a LCTCS-approved adult education program is denied at the local level, a student may request the waiver from the LCTCS with documentation of reason for denial at the local level. Students seeking to exit school to enroll in adult education, who are enroll in a formal education setting other than a public K-12 institution, may request a waiver from the LCTCS.
- c. State or federally funded entities operating an adult education program or activity shall not exclude exceptional persons.

## OTHER ENTRANCE REQUIREMENTS

Prospective students are urged to apply for admission in advance of the time they desire to begin training whenever possible. Waiting lists are maintained as some programs are usually filled. As vacancies occur, applicants are enrolled on a first-come, first-served basis upon meeting minimum requirements (test scores, date, etc.).

**Applicants for the truck driving portion of the Heavy Construction Vehicle Operator program must be at least 18 years of age, be in good physical condition, able to pass a DOT physical, and pass a drug screen.**

Applicants for the Health Occupations program must apply to the campus/branch campus of their choice and meet the *minimum* admission standards, including (not an inclusive list):

- Criminal background check -- check with the campus for specific information
- Official high school or GED transcript (*Patient Care Technician, Phlebotomy, and Practical Nursing*)
- Proof of current immunizations
- TB skin test or chest x-ray
- Drug screening – check with the campus for specific information
- Applicants must NOT be currently serving under any court-imposed order of supervised probation, work release, school release or parole in conjunction with any felony conviction(s) or plea agreement.
- Students must demonstrate ability to meet following technical/performance standards while receiving the instruction as outlined in each course syllabus:
  - a) Read and communicate orally and in writing using the English language.
  - b) Hear with or without auditory aids to understand normal speaking voice without viewing the speaker's face.
  - c) Visually, with or without corrective lenses, observe changes in client's condition and actively participate in learning process.
  - d) Utilize stamina, strength and psychomotor coordination necessary to perform routine practical nursing procedures at floor or bed level.
  - e) Demonstrate use of gross and fine motor skills necessary to provide independent, safe and effective practical nursing care.
  - f) Solve problems and apply critical thinking skills while providing safe and efficient client care.
  - g) Interact with individuals/families/groups from various socioeconomic and cultural backgrounds.
  - h) Adapt and function in a multi stressor environment while adhering to legal/ethical guidelines of the school, Louisiana PN Nurse Practice Act and clinical agencies.

## **SELECTIVE SERVICE REGISTRATION**

In accordance with the requirements of LA R.S. 17:3151 (Acts 1985, No. 185, Section 1 and Acts 1987, No. 217, Section 1) all males who have reached their eighteenth birthday, and were born after 1960, must provide proof of Selective Service registration prior to enrollment. Persons who are not registered must do so at [www.sss.gov](http://www.sss.gov) prior to enrollment at NLTCC.

## **JUSTIFICATION OF RECORDS**

All students must be aware of the importance of supplying correct information on college applications, college records, etc. Students should also notify the campus/branch campus Student Services Office if personal information changes during their enrollment or the student can log into their LoLA account and update any pertinent information regarding their record. Students participating in any financial aid assistance program must inform the campus/branch campus Director of Financial Aid of any changes in circumstances which may alter their eligibility for such financial aid assistance. Falsification of student records may result in dismissal from NLTCC. Certain aspects of Practical Nursing student records are made available to the State Board of Practical Nurse Examiners. All student records must be true and correct to the best of the student's knowledge. Any falsification of these records will result in the student being penalized at the discretion of the campus dean and/or Board of Practical Nursing.

## **INFORMATION TECHNOLOGY REQUIREMENTS FOR ADMISSIONS**

Individuals seeking admissions to NLTCC are not required to have a pre-determined information technology skill level. Knowledge and skills needed to be successful in the program will be obtained once enrolled.

## **ADMISSION PROCEDURES**

Complete a formal application for admission prior to the beginning of the semester for which admission is sought via the online application or via the Office of Student Services.

High school transcripts are not required for admission to the college; however, they may be required for various program enrollment, financial aid purposes, or to exempt an individual from taking the ACCUPLACER placement exam. Provide proof of high school graduation **as applicable**:

- a. Applicant must provide an official high school transcript if the campus is unable to access STS (State Transcript System) data. STS data should be available to campus official for all students graduating in May 2003 or later.
- b. Applicants who graduated 10 years prior to their admission date may provide the high school diploma for photocopying
- c. Applicants with an accredited GED or HiSET must bring in the original certificate or scores to be photocopied by the campus office of student services. Those earning their GED 10 years prior may provide the GED diploma for photocopying. Applicants who received their GED in Louisiana may request a copy of their scores or duplicate diploma at the LCTCS' WorkReady U-Adult Education and GED services office. This form can be obtained in the office of student services.

Unless already exempted by approved test scores applicants for the Practical Nursing, Patient Care Technician, and Associate Degree programs must take the ACCUPLACER or Asset placement test. If a transcript is provided showing completion of a high school diploma or GED/HiSET, ACCUPLACER placement testing will

be waived for all other programs. If a transcript is not provided, WorkReady U will determine the pathway that best meets the students needs:

- Applicants who do not make the recommended or required minimum scores on ACCUPLACER (Classic, New Generation), Compass, ASSET, or ACT may be admitted provisionally with the understanding that they enter WorkReady U for remediation.
  - The following programs DO have required minimum scores prior to enrollment: Patient Care Technician, Practical Nursing, and Associate of Applied Science (AAS) Degree programs.
8. Provide proof of immunization from measles, mumps, rubella, tetanus, and diphtheria if born after 1956 (on state-approved form) as per Louisiana Revised Statute 17:170.10 or sign the immunization waiver form in the on-line application for admission.

If required, register for the federal draft prior to enrollment (per Louisiana Revised Statute 17:3151).

To qualify for in-state tuition, applicants for all programs must present proof of Louisiana residency. (*LTC Policy SA1930.236*) The most common documents are one of the following:

- Louisiana Driver's License
- Louisiana Voter Registration
- Louisiana Vehicle Registration
- Louisiana Income Tax Return

### **TESTING/APPLICATION PROCEDURES**

1. Applicants should contact the respective campus/branch campus for information on testing and to determine if they will be required to test. The testing instruments that are accepted within NLTC are ACCUPLACER (Classic, New Generation), COMPASS, ASSET, and ACT. Only ACCUPLACER and ASSET are administered by NLTC campuses. Work-Ready-U students will take the TABE test.
2. Prior to testing, the applicant will complete an application online via the Student Services Office and pre-pay \$45 (\$15 for the each of the three sections) for the ACCUPLACER or Asset test. Work-Ready-U students will pay \$20 for the entire TABE test.
3. On testing day, the Test Administrator will verify the applicant with a Photo ID.
4. The Test Administrator will give a brief overview of the testing process and the results printout.
5. At the end of the testing session, each applicant will meet individually with the Test Administrator to receive their test results and information on programs offered at the college to ensure each student is placed in a program compatible with individual aptitude and interest.
6. Once an applicant has taken the entrance exam, as follows:
  - a. If the applicant has attained the minimum scores required for their desired program, their name will be placed on the waiting list for that program or advised the next steps for registration.
  - b. If the applicant does not attain the minimum scores required for their desired program, he or she can retest or be referred to the WorkReady U Department.
  - c. Work-Ready-U students will be placed on the waiting list for the class that starts at their earliest convenience.



Northwest TCC Placement Scores Minimum Academic Level Requirements													
Training Program	Type	ACCUPLACER Next Generation			ACCUPLACER Classic			ACT			COMPASS		
		Writing	Reading	Math	Writing	Reading	Math	Writing	Reading	Math	Writing	Reading	Math
Advanced Manufacturing Technology	TD				72	80	64	16	18	16	42	77	40
Automotive Technology	TD				57	61	59	14	15	16	33	70	36
Barber Styling	TD				57	61	59	14	15	16	33	70	36
Business Office Technology	TD				72	80	64	16	18	16	42	77	40
Business Office Administration	AAS	237	256	253	86	85	45*	18	18	19	68	80	40*
Culinary Arts (AAS)	AAS	237	256	253	86	85	45*	18	18	19	68	80	40*
Culinary Arts (TD)	TD				57	61	59	14	15	16	33	70	36
Diesels Powered Equipment Technology	TD				56	47	59	13	13	16	32	62	36
Electrician - Industrial Electrician	TD				72	80	64	16	18	16	42	77	40
Heavy Equipment Vehicle Operator	CTS				56	47	35	13	13	14	32	62	25
HVAC Technician	TD				57	61	59	14	15	16	33	70	36
Industrial Instrumentation & Electrical Technology	AAS	237	256	253	86	85	45*	18	18	19	68	80	40*
Industrial Instrumentation and Electrical Technician	TD				72	80	64	16	18	16	42	77	40
Industrial Maintenance Technology	TD				72	80	64	16	18	16	42	77	40
Information Technology	TD				80	80	64	16	18	17	52	77	40
Patient Care Technician	CTS	230	239	232*****	56	47	35	13	13	14	32	62	25
Practical Nursing ^	TD	241	250	243*****	74	65	48**	18	20	18	70	85	55*** 33*****
Welding	TD				56	47	59	13	13	16	32	62	36

- CTS- Certificate of Technical Studies
- TD- Technical Diploma
- AAS- Associate Degree of Applied Science

^ Requires High School Diploma/G.E.D./HiSet

\*\* Elementary Algebra Score

\*\*\* Compass Algebra Score

(QAS)

\*- Accuplacer College Level Math Score

\*\*\* Compass Pre Algebra Score

\*\*\*\*\*Quantitative Reasoning, Algebra & Statistics

## **PRIOR DEGREE COMPLETION**

If a student has a bachelor's degree already, they are exempt from testing (except for the nursing program). The student must bring in proof of the degree. If a student passed a college level English or Math class and brings in a transcript as proof, the student can be exempt from that portion of the entrance test (except for the nursing). Only students in PCT, Nursing, and Associate Degree programs are required to test. Students entering other programs can bring in a high school or equivalency transcript, showing completion of a high school curriculum. Students who do not have a transcript or that have not graduated should be enrolled in Work Ready U classes. Students seeking financial aid support are required to provide a high school diploma by an accredited high school.

## **COUNSELING/ADVISING**

Career counseling is offered to all applicants through the Student Services Office. Upon application and entrance examination, each applicant is counseled concerning test results and occupational training programs offered at the college to ensure each student is placed in an occupational program compatible with individual aptitude and interest, and one that will lead to successful completion. During this initial interview, the student services staff also provides the applicant with financial information such as program cost list (tuition, books, supplies, and miscellaneous) and sources of student financial aid.

The student should also consider the instructor of their training program a valuable source of occupational guidance. Students occasionally have problems with which they need assistance. If a student needs assistance in making a decision, the student should not consider any problem too small to discuss with the Director of Student Services. Please contact the campus/branch campus Director of Student Services to schedule a meeting.

## **ACADEMIC ADVISING**

Each NLTCC student is assigned an academic advisor (one of the instructors in the student's chosen program) who aids in class scheduling and provides guidance in dealing with any academic issues the student may encounter. All faculty members set aside time for student conferences and encourage members of their classes to take advantage of the opportunity to discuss class work individually. Students may also receive a broad range of services through the Student Services Office.

## **WORK READINESS/ORIENTATION PROCEDURE**

In order to acquaint the applicants with the policies and procedures of the college and work readiness skills, a Work Readiness (LEAD 1003) course is required. An EdReady diagnostic test will be administered in the first few weeks of class to develop a study plan.

## **VOTER'S REGISTRATION**

At the time of orientation, eligible students are afforded the opportunity to complete a voter's registration form to be forwarded to the applicable Registrar of Voters' Office. Anytime after orientation, eligible students can obtain a voter's registration form from the Office of Student Services. Completed forms will be forwarded to the applicable Registrar of Voters' Office.

## **CATALOG/HANDBOOK OPTION**

A student must meet the requirements of the current catalog/handbook or the catalog/handbook effective at the time of enrollment. Even though an option exists, it does not exempt anyone from the general regulations of the college. Credit earned earlier than five years before graduation will be subject to review and evaluation by the appropriate department. If a student changes majors or does not enroll in a regular semester (causing a break in

continuity of studies), the student must use the current curriculum in effect, at the time of the change or upon returning to the college.

## FINANCIAL ASSISTANCE AND SCHOLARSHIPS

NLTCC employs a Financial Aid Officer at each of its campuses (Mansfield, Minden, and Shreveport) The Financial Aid Officer works closely with all applicants and students seeking financial assistance to assist with the costs related to their occupational training. The Financial Aid Officer will provide information on these sources, but it is the responsibility of the applicant or student to make application and provide necessary documentation to establish eligibility with each financial assistance source. Brief descriptions of financial aid sources follow. More details can be obtained through the Office of Financial Aid or with the sponsoring agency.

**Disclaimer:** Please refer to [Northwest Louisiana Technical Community College Financial Aid](#) for the most current information about financial aid policies.

### HOW TO APPLY FOR FEDERAL/STATE AID

#### 1. Complete the Free Application for Federal Student Aid (FAFSA®)

Completion of the Free Application for Federal Student Aid (FAFSA®) each year may be complete using two methods:

- a. Complete the FAFSA® on the Web at [Federal Student Aid's Free Application for Federal Student Aid \(FAFSA®\)](#) following the online instructions. Enter the College's Title IV School code (015072) to have the application sent to the College. After entering all information, the student and parent (for dependent students) will be prompted to sign the application. Sign the Application using an FSA ID (can create at FSA ID on [Student Aid FAFSA](#) at the time of application if an FSA ID has not already been established) OR print the signature page, sign, and mail it to the address shown.
- b. Complete the paper FAFSA® application using the instruction booklet and black ink. Enter the College's Title IV School code (015072) to have the application sent to the College.

FAFSA® information for hearing impaired/visually impaired

- [FAFSA® Information for hearing impaired students](#)
- [FAFSA® Information for visually impaired students](#)

#### 2. You filled out your FAFSA® form and submitted it. What happens next?

First, the Office of Federal Student Aid at the U.S. Department of Education (USDOE) will send you a [Student Aid Report \(SAR\)](#), which is a summary of the FAFSA® data you submitted. You'll get your SAR within three days to three weeks after you submit your FAFSA® form.

Second, NLTCC will receive your SAR in 3-5 business days AFTER you have received your SAR from USDOE. Then, you will receive one or more of the following communications from the Office of Financial Aid:

- A request for additional information

- A financial aid offer outlining the financial aid for which the student is eligible. The offer will also contain additional information on how to access Go Grant, if applicable and apply for work-study jobs. Eligibility is based on enrollment levels.

### 3. *Completing Documents*

- **Read your email:** When the Financial Aid Officer receives your SAR, you will receive an email instructing you to access our student self service web area, LoLA. The Financial Aid section of LoLA will display a menu with several options. You should select "Student Requirements" to view the information our office will need to complete the financial aid process. You may be required to complete documents that are found on our website. You may be required to submit a copy of your (or your parent's) federal IRS tax transcript, a copy of your social security card, a copy of your child's birth certificate, etc... It is very important that you view the "unsatisfied requirements" and provide the information as quickly as possible to avoid delays in awarding your financial aid.
- **Offer email:** After all financial aid data has been collected and you are admitted to NLTCC, we can begin to review your application along with all submitted documentation to determine your eligibility. Once the review (or verification) process is completed and it is determined that you are eligible for financial aid, we will post your awards to your student account. We will then send a financial aid offer via your preferred email address.

## **AVAILABLE FINANCIAL AID PROGRAMS AT NLTCC**

### **FEDERAL AID PROGRAMS IN WHICH COLLEGE PARTICIPATES**

The federal financial assistance program in which the college participates is listed below with descriptive information.

- Federal Pell Grant
- Federal Work Study
- Iraq and Afghanistan Service Grant
- Veterans Affairs Educational Benefits

#### **Federal Pell Grant**

The Federal Pell Grant is considered gift-aid that does not have to be repaid. The Pell Grant award is based upon the student's EFC and enrollment status. The Pell Grant award is based on financial need. Unlike loans, grants do not have to be repaid unless, for example, the student is awarded funds incorrectly or does not complete at least 60% of the enrolled courses within the parts of term/semester. The amount the student receives depends on his/her financial need, cost of attendance and enrollment status. Pell Grants are generally awarded only to undergraduate students – those who haven't earned a bachelor's or graduate degree. Amounts can change yearly. In order to determine a student's eligibility; the school must receive a valid Student Aid Report (SAR) or Institutional Student Information Record (ISIR) while the student is enrolled and eligible.

In order to participate in the federal Title IV financial aid programs, a student must meet the definition of an eligible student as found in the FSA Handbook for the appropriate award year.



To be eligible for federal funded financial aid programs at NLTCC, the student must:

- Demonstrate financial need according to Federal Methodology.
- Meet one of the following academic criteria:
  - Has an accredited high school diploma (this can be from a foreign school if it is equivalent to a U.S. high school diploma);
  - Has the recognized equivalent of a high school diploma, such as a general educational development (GED) certificate or other state-sanctioned test or diploma-equivalency certificate;
  - Has completed homeschooling at the secondary level as defined by state law;
  - Has completed secondary school education in a homeschool setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a home schooled student to receive a credential for their education; or
  - Ability to Benefit:
    - If student was enrolled in college or career school prior to July 1, 2012, or if currently enrolled in an eligible career pathway program, student may show qualification to obtain a higher education
      - by passing an approved ability-to-benefit test (if student doesn't have a diploma or GED, the campus' Ability to Test administrator can administer a an USDOE approved test (ACCUPLACER) to determine whether student can benefit from the education offered at that school);
      - or complete six credit hours or equivalent course work toward a degree or certificate (student may not receive aid while earning the six credit hours).  
Neither remedial nor developmental coursework count toward this requirement.
- Be enrolled as a regular student and a degree seeking student.
- Be enrolled in an eligible program of study.
- Be a U.S. Citizen or eligible non-citizen.
- Initially and continually meet the qualitative and quantitative requirements for satisfactory academic progress (SAP) established by the College/LCTCS
- Be registered for the Selective Service Registration (if required).
- Not be in default of any loan, if so satisfactory repayment arrangements must have been made.
- Not owe a repayment on Federal Pell Grant, FSEOG, ACG, Federal Perkins Loan, or state grants.
- Meet Federal Regulations regarding any drug convictions.

The Pell Grant award is automatically accepted for the student. No action is required via LoLA. The Pell award is based on information you provided on the FAFSA® such as income, assets, household size, and number of people in the household that are attending college. The Financial Aid Officer may ask you to submit documentation *at any time* to verify this information is correct. If the FAFSA® information is determined to be incorrect, the Financial Aid Officer will submit corrections to the federal processor. If your aid has already been credited to your account and the corrections reduce your award, you will be responsible for any overpayment.

### **Federal Work Study Program**

Federal Work Study (FWS) is a form of federal financial aid awarded to students who demonstrate financial need. Under FWS, students have the opportunity to work part-time to help defray college educational expenses.

To apply for participation in the FWS program, students must complete a FAFSA®. The student must then complete a Student Employment application form with Student Services.

### **Iraq and Afghanistan Service Grant**

An otherwise Pell-eligible student whose parent or guardian died as a result of U.S. military service in Iraq or Afghanistan after September 11, 2001, may receive increased amounts of federal student aid if the student was less than 24 years old when the parent or guardian died, or was enrolled at an institution of higher education at the time of the parent or guardian's death.

Contact your campus' Financial Aid Officer for more details.

### **Veterans Affairs Educational Benefits**

#### **Purpose of Program**

The U.S. Department of Veterans Affairs offers a wide range of benefits for our nation's veterans, service members, and their families. Postsecondary schools with eligible programs are able to offer veterans benefits to qualified members.

#### **Determining Eligibility**

Eligibility of benefits for veterans and service members as well as veteran dependents is determined by the U.S. Department of Veterans Affairs. Applicants submit an enrollment application to the VA office using VONAPP. NLTC's School Certifying Officials submit enrollment certification through VAONCE. The VA office awards VA payments based on eligibility.

#### **Types of programs available are:**

- Post-9/11 GI Bill
- Montgomery GI Bill-Active Duty (MGIB-AD)
- Montgomery GI Bill-Selected Reserve (MGIB-SR)
- Survivors' and Dependents' Educational Assistance Program (DEA)
- Vocational Rehabilitation and Employment (VR&E)
- Go Army Ed (TAA)
- My CAA
- 

\*For more information on each of these programs, refer to the Veterans Administration website at [GI Bill](#) or contact your campus' Financial Aid Officer who also serves as school's certifying official.

## **NON-FEDERAL AID PROGRAMS IN WHICH COLLEGE PARTICIPATES**

NLTCC participates in several other **State Programs , Waiver, and Institutional Aid Programs**. The Chief Financial Aid Officer and Campus FAOs are responsible for verification of student eligibility and reporting for the programs listed below:

- **State Programs:**
  - Louisiana Rehabilitation Services (LRS)
  - Taylor Opportunity Program Scholarships (TOPS)
  - Louisiana Go Grant
  - Chafee Educational Training Voucher (ETV Program)
  - Go Youth ChalleNGe Program
  - Strategies to Empower People Program (STEP)
  - Workforce Innovation and Opportunity Act (WIOA)
  
- **Waiver Programs:**
  - Louisiana National Guard
  - Louisiana Department of Veteran Affairs
  
- **Institutional Aid Programs:**
  - 5 for 6
  - Institutional Pilot
  - Student Government Association (SGA)
  - Future Farmers of America (FFA)
  - Skills USA
  - Jobs for America’s Graduates (JAG-LA)
  - LCTCS Tech Award

### **STATE PROGRAMS:**

#### **Louisiana Rehabilitation Services (LRS)**

2924 Knight St, Shreveport, LA 71105 · (318) 869-6441

The purpose of Louisiana Rehabilitation Services is to assist eligible students with disabilities with their educational expenses. Additional Information is available at [LA Works](#)

#### **Taylor Opportunity Program for Students (TOPS)**

Louisiana Office of Student Financial Assistance (LOSFA)

Box 91202 – Baton Rouge, Louisiana 70821 225-922-1012 or 1-800-259-5626

A scholarship program that offers Louisiana high school graduates the opportunity to earn funds for use at Louisiana’s colleges or universities.

**Student Eligibility:**

Student eligibility criteria are set up by the agency (LOSFA). Additional Information is available at [LOSFA](#).

**Top Tech Students:** Students qualifying for the TOPS Tech award MUST be enrolled in a technical program or be in the pursuit of a technical program.

**Amount of Award**

Award amounts are determined by the agency (LOSFA), usually the tuition rate for full time student. The FAO verifies student eligibility and award amounts electronically for eligible part time students. FAST post the TOPS award to the student's account. In cases of questions, the personnel at LOSFA are contacted directly.

**Louisiana Go Grant****Purpose of the Program**

The purpose of this program is to provide a need-based component to the state's financial aid plan to support non-traditional and low to moderate- income students who need additional aid to afford the cost of attending college. More information about this program is available at [LOSFA](#)

**Determining Eligibility**

Students are awarded a Go Grant based on the eligibility requirements that have been established by the LOSFA office and according to the College policy. The College is awarded a lump sum of Go Grant funds each award year.

**Student Eligibility**

To be eligible for a Louisiana Go Grant, a student must:

- Be a Louisiana resident;
- File a Free Application for Federal Student Aid (FAFSA®)
- Receive a federal Pell grant;
- Have remaining financial need greater than "0" after deducting the student's Expected Family Contribution and all federal/state/institutional gift aid from student's Cost of Attendance. Due to limited funding, awards are not guaranteed to all eligible students;
- Be a degree-seeking student enrolled in an eligible Louisiana institution on half-time or full-time basis. Refer to LOSFA website for further eligibility requirements;
- Maintain Title IV SAP requirements;
- Preference is given to students age 25 and older.

## **Chafee Educational Training Voucher (ETV Program)**

### **Purpose of the Program**

The Chafee Educational and Training Voucher (ETV) Program awards up to \$5,000 annually during the academic year to qualified students who have been in the foster care system so they can pursue an academic college education or technical and skill training in college to be prepared to enter the workforce. The actual award amount is determined by the student's financial need, which is calculated in accordance with the Higher Education Act of 1965, as amended. More information about this program is available at [LOSFA](#)

### **Student Eligibility**

- Be ages 16 to 26, unless you were participating in the Chafee ETV Program at age 21 in which case you can receive ETVs until you are 23; **and**
- Be in the foster care system, or aged out of the foster care system, or have been under the care of a legal guardian; **or**
- Have been in the foster care system or under the care of a legal guardian and adopted after age 16; **and**
- Be enrolled in an [eligible postsecondary institution](#); **and**
- Submit a Free Application for Federal Student Aid (FAFSA®) for each year you are in college.
- Must make SAP in the program of study.
- Amount of Award
- The Chafee Educational and Training Voucher (ETV) Program awards up to \$5,000 annually during the [academic year](#) to qualified students who have been in the [foster care system](#) so they can pursue an academic college education or technical and skill training in college to be prepared to enter the workforce. The actual award amount is determined by the student's financial need, which is calculated in accordance with the Higher Education Act of 1965, as amended.

## **Go Youth Challenge**

### **Purpose of the Program**

The GO Youth Challenge Program is a program to encourage and assist those students who graduate from the Louisiana National Guard's Youth Challenge Program to continue their education and enhance their employment opportunities by providing tuition at an eligible Louisiana postsecondary institution. More information about this program is available at [LOSFA](#)

### **College Procedures for Implementation for Go Youth Challenge**

Students are determined to be eligible for youth funds by LOSFA. Funds are made available through LOSFA. NLTC bills LOSFA directly for Go Youth Challenge related funding according to the guidelines established by LOSFA.

### **Student Eligibility**

Student eligibility criteria are set up by the LOSFA. Chief Financial Aid Officer will run the designated Banner COGNOS report frequently. If the name is listed on the report, the Chief Financial Aid Officer will determine if the student is eligible according to LOSFA eligibility guidelines.

## **Strategies to Empower People (STEP) Program**

**Purpose of the Program**

To assist recipients of the Family Independence Temporary Assistance Program (FITAP) in preparing for and obtaining employment through participation in various work activities, such as vocational education and job skill training related directly to employment, or to the development of specific marketable job skills. More information about this program is available at [LOSFA](#)

**Student Eligibility**

Student eligibility criteria are set up by the Department of Social Services.

**Workforce Innovation and Opportunity Act (WIOA)****Purpose of the Program**

To provide the framework for a unique national workforce preparation and employment system designed to meet both the needs of the nation's businesses and the needs of job seekers and those who want to further their careers.

**Determining Eligibility**

Student eligibility is determined by Coordinating and Development Corporation Field Offices in the city/parish that he/she resides in. The student presents documentation to the Campus FAO upon notification.

## **TUITION WAIVERS/INSTITUTIONAL AID PROGRAMS**

### **Tuition Waivers**

The following waivers are available to students if they qualify:

- Louisiana National Guard
- Louisiana Department of Veterans Affairs (State)
- Student Government Association (SGA)
- 5 for 6
- Institutional Aid Pilot
- Future Farmers of America
- SkillsUSA
- JAG-LA
- LCTCS Tops Tech

### **Payment**

Payments on student's accounts (recipients) are made to a credit being posted for the amount of the waiver each semester. A student is not allowed to receive more than one state funded waiver (546, SGA, Financial Aid Initiative, Chancellor Waiver, etc.).

### **Student Eligibility**

Student eligibility criteria are set up by the agency and/or college. Students must be in good standing and maintain SAP according to the SAP policy.

### **Louisiana National Guard**

Students must contact Sgt. Carter with the Louisiana National Guard at (504) 278.8304. Sgt. Carter will check the student's eligibility. If the student is eligible then Sgt. Carter will notify the school by sending a Tuition Exemption letter. The Tuition Exemption denotes that the school will waive tuition only, however, the student will be responsible for any fees. Please note that any student that wishes to obtain a tuition exemption through the Louisiana National Guard, must pursue at least an associate degree.

### **Louisiana Department of Veterans Affairs (State)**

To receive VA benefits through the Louisiana Department of Veterans Affairs the student must meet contact the local VA office in the parish that he/she resides in. The student must meet one of the following criteria:

- Student must be a dependent of a living veteran with 90% service connected disability
- Living veteran must be a resident of the state of Louisiana for at least two years prior to child enrolling into NLTC
- Student's parent must be a deceased veteran due to 90% service connected disability
- Deceased veteran must have been a resident of the state of Louisiana for at least 12 months preceding entry into service

\*\*If student does not know whether the parent meets the above qualification, then a Form DD-214 can be requested. It will show the home address of record that was listed at the entry of active service.

The Louisiana Department of Veterans Affairs allows students to have all tuition & school imposed fees waived for any public institution. However, it does not waive student imposed fees. The student will be responsible for any student imposed fees that appear on his/her billing statement. The local parish will approve benefits and send to Baton Rouge. Student provide the institution an original Title 29 Fee Exemption Certificate and be enrolled full-time.

### **Institutional Aid Programs:**

#### **5 for 6**

The 5 for 6 covers tuition for students without a high school diploma or high school equivalency who are enrolled in an approved program at any Northwest Louisiana Technical Community College campus. The 5 for 6 Initiative was launched by the LCTCS System Office as a way to promote adult education and a seamless way for those students to enter a career pathway. This also served as LCTCS' way to support the goals and requirements for the Workforce Innovation and Opportunity Act (WIOA) Title II mandate.

This waiver is awarded to students without a high school diploma or GED/HiSet, does not qualify for Pell for ATB based on test scores, and has a goal of entering a pathway.

Please contact your campus' Work Ready U department for more information.

#### **Student Government Association (SGA) Officers**

Effective with Spring 2018 elections, we will move to only having 2 SGA officer positions at each campus; President and Secretary/Treasurer. The max waiver amount for the President will be \$500. The max waiver amount for the Secretary/Treasurer will be \$250. This waiver will be applied toward tuition and will not result in a refund.

Please contact your campus' student services or campus' SGA advisor for more information.

#### **Institutional Aid Pilot**

As part of the Louisiana Community and Technical College System, Northwest Louisiana Technical Community College (NLTC) is participating in a pilot that provides financial aid incentives to attract target student populations and increase enrollment for the 2018-2019 academic year. Our goal is to award 4 students with a budget of \$2,000 for the 2018-2019 academic year.

The target student population that will qualify for this waiver is High Demand Majors with an EFC between 3701 and higher. NLTC was looking at this from a recruitment and retention perspective in the way that we are including students that have applied and enrolled with an ISIR as well as students that have applied with an ISIR but not enrolled.

For more information, please contact your campus' financial aid officer.



### **Future Farmers of America**

Applicant self disclose when completing admissions application in Banner. System office verifies. The student must be a Louisiana high school graduate and only applies for the fall (August) semester immediately following high school graduation (May). The waiver is a \$500 one time scholarship. If the student is a LDE and CDE Champion, then the student is eligible for additional \$500 (\$1,000 total).

For more information, please contact your campus' financial aid officer.

### **SkillsUSA**

Applicant self disclose when completing admissions application in Banner. System office verifies. The student must be a Louisiana Skills USA high school graduate and only applies for the fall (August) semester immediately following high school graduation (May). The waiver is a \$500 one time scholarship. If the student is a State Skills USA Gold Medalist, then the student is eligible for additional \$500 (\$1,000 total).

For more information, please contact your campus' financial aid officer.

### **Jobs for America's Graduates (JAG-LA)**

Applicant self disclose when completing admissions application in Banner. System office verifies. The student must be a JAG graduate and only applies for the fall (August) semester immediately following high school graduation (May). The waiver is a \$500 one time scholarship.

For more information, please contact your campus' financial aid officer.

### **LCTCS Tops Tech**

Earned an alternative high school diploma and have scored at least a 17 on the ACT or earned a Silver in Workkeys; Have FAFSA® on file; US Citizen; LA Resident; Enrolled full time; Enrolled in NLTC program as a degree seeking student. Chief Financial Aid Officer is to review the list - COGNOS report to determine LCTCS Tops Tech eligibility. The leadership team reviews the eligibility list and determine who receives the award according to the College's budget. The waiver is the tuition only rate for full time.

For more information, please contact your campus' financial aid officer.

### **Outside Scholarships**

Please visit the college website – under financial aid or contact the Campus' Financial Aid Officer or Student Services for more information on scholarships.

## **COST OF ATTENDANCE/STUDENT BUDGETS**

The cost of attendance for a student is an estimate of that student's educational expenses for the period of enrollment. The cost of attendance budget is determined by reviewing each year the cost of living in the community in the following components:

1. Tuition/fees
2. Books and Supplies
3. Room and Board
4. Transportation
5. Personal/Miscellaneous

Also, there is an additional component for child care for those students who have dependent children who need child care. Documentation is required. Please visit the Financial Aid Office for more information.

The cost of attending NLTCC varies, depending upon a student's enrollment status (full-time, part-time, half-time, etc...) NLTCC estimated costs for full-time students for the academic year are found on the cost of attendance spreadsheet located under Financial Aid Section – Financial Aid Policies.

The total award package must not exceed the cost of attendance budget.

note:

NLTCC adopts the Louisiana Association of Financial Aid Administrators (LASFAA) averages and estimated cost for students in the State of Louisiana.

LASFAA adopts these standard budgets and recommends their use by all undergraduate and proprietary schools. As always, Financial Aid Officer may make adjustments to the Cost of Attendance to allow for treatment of students with special circumstances, including dependent care.

## **VERIFICATION POLICY AND PROCEDURES**

Verification is a federally mandated review process. The U.S. Department of Education selects approximately 1/3 of all financial aid applicants for verification. NLTCC Financial Aid Office is required to verify all undergraduate applicants selected by the U.S. Department of Education's (ED) Central Processing System (CPS). The NLTCC Financial Aid Office is required to obtain and compare information submitted on tax documents, the verification form, and the FAFSA in accordance to federal regulations and to LCTCS [Financial Aid Verification Policy #2.016](#).

Other applicants may be selected for Verification by the Campus FAO, if conflicting information is found.

If your application is selected for review in a process called verification, your campus' financial aid officer must compare information from your application with signed copies of federal tax returns/transcript for the student, and/or parents/step-parents/spouses as well as other income information. The law says we have the right and responsibility to require this information before awarding federal aid.

If there are differences between your application and verification documents, corrections may be required. Campus Financial aid Officer will submit the corrections to the Central Processor, electronically. You will be notified of a change in your EFC by a corrected SAR sent from the processor.

Verification for Pell eligible students must be completed no later than 30 days after student's last date of attendance at NLTC or August 31 of the current award year, whichever is earlier.

NLTC does not disburse financial aid until verification has been completed.

## **AWARDING AND PACKAGING INFORMATION**

Each student's financial aid file is evaluated by the Campus FAO. Students are evaluated for Title IV (Federal Pell Grant) initially. Students are also evaluated for other types of financial aid which may be need-based or non-need based. The goal of the Financial Aid Office is to award students all financial aid for which they are entitled. This philosophy is evaluated periodically by the college administration.

Students are encouraged to seek assistance from outside resources. It is required that all outside assistance be reported to the Campus FAO. Student aid including outside resources may not exceed the student's cost of attendance.

$$\text{Cost of Attendance} - \text{EFC} = \text{Financial Need}$$

Therefore, if a student has been awarded by the FAO and receives an outside award, an adjustment to the original award may be necessary.

Students may receive Pell grant and other financial assistance programs such as: STEP (depending on availability of funds), WIOA (depending on availability of funds), Louisiana Rehabilitation Services, Veteran Affairs Educational Benefits, and Go Grant (depending on availability of funds).

### **Awarding:**

#### **How your Pell is initially calculated:**

The Pell Grant is initially based on full-time enrollment. The initial awards posted on LoLA are posted for the Pell grant amount for 12 hour enrollment.

Once registration has been finalized, Pell Grant Award will be adjusted (re-calculated) to reflect the correct Pell grant amount based on the actual number of credit hours enrolled.

#### **Pell Recalculation:**

Campus FAOs works closely with Student Services/Registrar to ensure that the student's schedule (courses and enrollment hours) is correct and checks in with the instructors to ensure that the students are attending to their class according to the schedule.

Pell grants will be adjusted (re-calculated) for several reasons (not an inclusive list):

- **EFC Change:** If there's a change in the student's EFC due to corrections, updating, or an adjustment and the EFC would change the amount of the Pell award in which results recalculates the Pell award for the award year.

- **Enrollment Status/Attendance:** Verified enrollment status during the “enrollment verification” period could change from the initial enrollment status (at the time the student first registered). The “enrollment verification” period typically occurs during the 1st – 13th day of class during fall and spring semesters and during the 1<sup>st</sup>-7<sup>th</sup> day of class during the summer semesters. This is a period of time when NLTC instructors report all students who are enrolled in classes but did not begin attendance (no shows). Plus, the Campus FAOs are also working with the instructors to verify attendance. On the census date (14<sup>th</sup> day), enrollment ceases. The first business day after official freeze date which occurs 3-5 business days after the official census date, the Chief Financial Aid Officer will “freeze” the enrolled hours by running the RSRENRL process in Banner. If the enrollment status has changed, for example, the student is no longer enrolled (or attending) 12 credit hours, the Pell grant will be adjusted downward.
- **Parts of Term:** Pell grants will be re-calculated for students enrolled in different parts of term after the first day of class for the class and after the “enrollment verification” (or “no show”) period for that parts of term. An enrollment verification period will occur for each parts of term.
  - Example: If a student is enrolled for six hours in MO1 and later adds a class in MO2, the Pell grant will be re-calculated after the first day of class for MO2. When Pell is re-calculated, the Pell grant will be increase if the student’s enrollment status (financial aid hours) has increased. However, if the enrollment status has decreased (due to dropping classes previously paid for MO1), the Pell grant will be decreased and the Pell grant previously paid to the student will be returned to the Pell grant program.
  - Classes that start after the census date – another part of term, the instructors have 4 instructional days to enter SH or NOS in Banner. The Registrar sends the NOS list to the Campus FAOs. From there, the Campus FAOs will determine if there’s a need for pell recalculation and notifies the Chief Financial Aid Officer. Then, the Chief Financial Aid Officer either manually adjust the student’s financial aid hours in Banner or run the “freeze” RSRENRL batch process in Banner. This will prevent from overaward due to non-attendance. This does not apply to students who earned Fs in their classes in the previous parts of term and does not continue enrollment in subsequent parts of term within the same semester.
- **Withdrawal:** If the student withdraws, Campus FAO will review the student’s schedule (dates and hours), last day of attendance, and withdrawal date. If there’s a change in the student’s enrollment hours due to withdrawal and class has not yet started (last day of attendance), it will result a pell recalculation prior to Return to Title IV calculations.
- **Received valid ISIR:** When NLTC receives an ISIR on a student during a payment period after fall (spring or summer) in which the student is enrolled in, and the student is eligible to receive Pell. For the payment period(s) when the disbursement was not process, Campus FAO will verify the student’s enrollment status. After verifying the student’s enrollment status, Campus FAO will move forward with the disbursement process for the student according to his/her enrollment status for eligible the payment period(s) within the award year. Verification documents must be submitted no later than 30 days after the last date attended. Verification for Pell eligible students must be completed no later than 30 days after student's last date of attendance at NLTC or August 31 of the current award year, whichever is earlier.

Revised financial aid offer will be emailed to the student if there are any changes to the student's Pell award.

### **Packaging**

General packaging guidelines are as follows:

- Determine if there are any outside resources (i.e. scholarship or state aid)
- Determine Pell grant eligibility
- Determine eligibility for other aid in the following order:
  - Federal Work Study
  - Go Grant
- As outside aid is received it will be include in the student award package

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

LCTCS Policy #1.026

Satisfactory progress, as defined by NLTC, must be maintained in order to be eligible for any Title IV Federal Financial Aid Program. Academic progress will be measured qualitatively and quantitatively. An appeal process is available for students with extenuating circumstances only. A Satisfactory Academic Progress Appeal form can be obtained from the Office of Financial Aid.

The Satisfactory Academic Process (SAP) policy states that Title IV students must *maintain a 2.0 cumulative grade point average (GPA), pass 67% of all coursework attempted at NLTC, and not earn more than 150% of the hours required for the selected program.*

### **HOW AND WHEN AID IS DISBURSED**

“Disbursement” does not mean “Refund.” “Disbursement” means the financial aid awards have been applied to student’s NLTC student account. “Refund” means the credit balance owed to student will be sent to BankMobile (NLTC’s debit card company).

FSA funds are paid at such times and in such installments within each payment period for each student to successfully begun attendance to class.

Students will be eligible for Pell payments based on actual start dates for individual classes rather than dates for which classes are registered or the first day of classes for the semester.

Additionally, students enrolled in programs that take only one class at a time will not receive Full Pell payments until they have started enough classes to be full-time.

### **Refund Timelines**

Refunds for Federal Pell Grant are being processed within 21 business days after the 14th/7th class day (Official Census Date) or within 14 calendar days after the scheduled disbursement date. Refunds for other funds such as TOPS, GO GRANT, and Veteran’s Benefits will begin once the Once the funds have been applied to your student account, and it is determined that you are due a refund, NLTC will electronically submit the refund information to BankMobile. BankMobile will disburse your refund to the student account according to the refund preference the student chose.

### **BankMobile**

NLTC has partnered with BankMobile, a division of Customers Bank, to deliver financial aid and other school refunds to NLTC students. Students will be asked to make a refund delivery preference selection with BankMobile so that financial aid money and refunds can be delivered without delay. Students will receive either a bright green envelope from BankMobile or/and an email from BankMobile and from NLTC via UC4 processing which contains refund selection instructions.

### **RETURN OF TITLE FUNDS POLICY**

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, TEACH Grants, Direct Loans, Direct PLUS Loans, Federal Supplemental

Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans. At NLTCC, only Federal Pell Grants apply.

The law defines the amount of Title IV grants (and loans) that the student has earned the right to use. The amount a student has earned is directly related to the length of time he or she has maintained attendance during the semester. The law requires that if a recipient of Title IV assistance withdraws/resigns from an institution before completing more than 60% of the semester in which the recipient began attendance, the institution must calculate the percentage and amount of Title IV assistance the student earned. Unearned Title IV funds must be returned to the Title IV programs by the school and/or the student.

Only students who have withdrawn from or stopped attending all classes are subject to the return of Title IV funds formula. The Return of Title IV funds do not apply to a student who withdraws from some classes but remains enrolled in others. In other words, the student is still attending and/or plans to start attending to classes that have not started.

The return of Title IV funds requirements apply to a Title IV recipient who withdraws from or leaves school before completing the payment period. Campus FAOs will review the students' schedule and last day of attendance to determine what withdrawal date to use for Return Title IV calculation which also includes Pell Recalculation.

If you receive (or your school or parent receive on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of: your institutional charges multiplied by the unearned percentage of your funds, or the entire amount of excess funds. The school must return this amount even if it didn't keep this amount of your Title IV program funds. If your school is not required to return all of the excess funds, you must return the remaining amount.

## NOT AVAILABLE AT NLTCC: FEDERAL STUDENT LOANS

**Title IV Loans:** NLTCC no longer participates in the Guaranteed Student Loan (Stafford Loan) program. To apply for a deferment on a prior Guaranteed Student Loan (Stafford Loan), obtain a deferment form from your lender and bring it to the campus' Office of Financial Aid.

## CONSUMER AND SAFETY INFORMATION

The College has compiled information on a variety of subjects, including, but not limited to, financial assistance, institutional information, health and safety, and voter registration which may be helpful to you and your families. This information is available via the college website at: [Compliance Information](#).

## TEXTBOOK INFORMATION

**NLTCC Online Bookstore:** Information regarding textbooks (ISBN, price, etc.) for specific courses can be found by navigating to the [NLTCC Online Bookstore](#), select the program you are studying. A book voucher is an advance on your financial aid refund that allows you to purchase or rent books and purchase supplies at the [NLTCC Online Bookstore](#).

In order to qualify for the book voucher, you must meet the following criteria:

- **Register** for the semester in an undergraduate degree program
- Complete the Title IV authorization form
- Satisfy ALL financial aid requirements
- Meet **satisfactory academic progress** standards
- Receives financial aid with an estimated credit balance or refund of \$300.00 or more for the semester (special circumstances does apply);
- Students who have a balance from a previous term, either current or in collections, will not be eligible to participate

The book voucher amount depends on the expected amount of financial aid funding remaining after your charges are paid. This includes tuition and fees. If you qualify to participate in the book voucher program, you will receive an eligibility amount once the financial aid office has authorized the financial aid to your account. The minimum amount is \$300.00. The maximum amount of a book voucher is \$1000 unless special circumstances are approved by campus' FAO.

You will only be charged for the amount that you spend at the NLTCC online bookstore. If you do not use the full amount of the voucher, your account will be adjusted to reflect your actual purchases. If you do not owe a student account balance, you will be issued a financial aid refund for the remaining amount. Refund processing can take up to two weeks after the last day of the book voucher period.



## COST OF TRAINING

### PLACEMENT TESTING – ENROLLMENT

Each Northwest Louisiana Technical Community College campus has a schedule established for administering placement exams. When necessary, the exams may also be scheduled at other times by appointment. The COLLEGE BOARD ACCUPLACER or the ACT™ ASSET test is administered for a fee of \$45 (\$15 per section).

### PROGRAM COSTS

The Student Services Office maintains a Program Cost listing for each occupational program and is available to students upon request. The list may be updated periodically and is subject to change.

**Books:** Most courses require the purchase of textbooks and/or workbooks. The instructor will inform the student of the books that are required for each course. To maximize the learning experience, it is expected that all books be purchased prior to attending class. Students may purchase books online. A detailed booklist is available at the Office of Student Services or with the programs' advisor/department head.

**Supplies:** Students are expected to provide their own basic supplies such as notebooks, paper, pens, and pencils.

**Equipment/Tools:** Some programs require occupation-specific equipment, tool, or supplies. The instructor and/or Student Services staff will inform the enrolling student of these requirements.

**Uniforms:** Some programs require purchase of uniforms and other special supplies. Students will be furnished details by their program instructors.

### TUITION SCHEDULE

The LCTCS has established a schedule outlining mandatory, general, and auxiliary operations fees along with license and certification costs. Additionally, each college is given limited flexibility in assigning other fees. These costs are published its tuition schedule on NLTC's website ([www.nltcc.edu](http://www.nltcc.edu)). The tuition schedule gives a cost breakdown per semester credit hour. During the LTC Fall and Spring semesters, a student's tuition is capped at 12 semester credit hours; any additional hours in excess of the 12 semester credit hours up to 15 semester credit hours will have no additional charges. Hours in excess of 15 semester credit hours will be billed according to the tuition schedule. The maximum number of credit hours a student can take without special permission during the Fall or Spring semester is 21 credit hours. The maximum number of credit hours a student can take in one summer session without special permission is 12 credit hours. See the tuition schedule.

### OTHER COSTS

Transcripts	\$10.00 per copy
Copy of Records	\$ 5.00

Replacement of official documents may have additional fees



Tuition Schedule

Spring 2020 Semester (202020)																		
Credit Hours	1	2	3	4	5	6	7	8	9	10	11	12-15	16	17	18	19	20	21
Tuition	133.93	267.86	401.79	535.72	669.65	803.58	937.51	1,071.44	1,205.37	1,339.30	1,473.23	1,607.16	1,607.16	1,607.16	1,607.16	1,607.16	1,607.16	1,607.16
Tuition Grad Act	5.03	10.06	15.09	20.12	25.15	30.18	35.21	40.24	45.27	50.30	55.33	60.36	60.36	60.36	60.36	60.36	60.36	60.36
Academic Excellence Fee	7.00	14.00	21.00	28.00	35.00	42.00	49.00	56.00	63.00	70.00	77.00	84.00	84.00	84.00	84.00	84.00	84.00	84.00
Building Use Fee	4.00	8.00	12.00	16.00	20.00	24.00	28.00	32.00	36.00	40.00	44.00	48.00	48.00	48.00	48.00	48.00	48.00	48.00
Operational Fee	3.00	6.00	9.00	12.00	15.00	18.00	21.00	24.00	27.00	30.00	33.00	36.00	36.00	36.00	36.00	36.00	36.00	36.00
ERP Fee	5.00	10.00	15.00	20.00	25.00	30.00	35.00	40.00	45.00	50.00	55.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00
Student Services Fee	7.00	14.00	21.00	28.00	35.00	42.00	49.00	56.00	63.00	70.00	77.00	84.00	84.00	84.00	84.00	84.00	84.00	84.00
Technology Fee	5.00	10.00	15.00	20.00	25.00	30.00	35.00	40.00	45.00	50.00	55.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00
SGA Fee	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00
Grounds Use Fee	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Excess Credit Hour Fee	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.96	301.92	452.88	603.84	754.80	905.76
<b>LOUISIANA RESIDENTS</b>	<b>184.96</b>	<b>354.92</b>	<b>524.88</b>	<b>694.84</b>	<b>864.80</b>	<b>1,034.76</b>	<b>1,204.72</b>	<b>1,374.68</b>	<b>1,544.64</b>	<b>1,714.60</b>	<b>1,884.56</b>	<b>2,054.52</b>	<b>2,205.48</b>	<b>2,356.44</b>	<b>2,507.40</b>	<b>2,658.36</b>	<b>2,809.32</b>	<b>2,960.28</b>
OUT OF STATE Surcharge	192.75	385.50	578.25	771.00	963.75	1,156.50	1,349.25	1,542.00	1,734.75	1,927.50	2,120.25	2,313.00	2,313.00	2,313.00	2,313.00	2,313.00	2,313.00	2,313.00
<b>TOTAL OUT OF STATE</b>	<b>377.71</b>	<b>740.42</b>	<b>1,103.13</b>	<b>1,465.84</b>	<b>1,828.55</b>	<b>2,191.26</b>	<b>2,553.97</b>	<b>2,916.68</b>	<b>3,279.39</b>	<b>3,642.10</b>	<b>4,004.81</b>	<b>4,367.52</b>	<b>4,518.48</b>	<b>4,669.44</b>	<b>4,820.40</b>	<b>4,971.36</b>	<b>5,122.32</b>	<b>5,273.28</b>
<i>Other College-wide fees:</i>																		
Late Registration Fee:	\$25																	
Testing Fee:	\$15	per component (Reading, Mathematics, English/Writing)																
Work Keys Fee	\$60																	
Course Challenge Fee	\$15																	
Advanced Manufacturing Supply Fee	\$35																	
Automotive Technology Airgas/Supply Fee	\$45																	
Barber Styling Supply Fee	\$25																	
Diesel Powered Equipment Airgas/Supply Fee	\$45																	
HVAC Airgas Fee	\$13																	
Industrial Instrumentation Supply Fee	\$35																	
Industrial Electrician Supply Fee	\$35																	
Industrial Maintenance Technology Supply Fee	\$35																	
PCT/CNA/Phlebotomy Supply Fee	\$50																	
Practical Nursing Supply Fee	\$25																	
Welding Airgas Fee	\$60																	
** Supply/Airgas Fees are used to cover rental costs of gas cylinders as well as the purchase of consumable products required for program instruction																		
Specific Courses within the following programs have additional fees for specific class/lab needs such as consumables, OSHA Cards, Drug Testing, etc.																		
** Culinary Arts Program **Heavy Construction Vehicle Operator Program **Practical Nursing Program **Patient Care Technician/Phlebotomy Program ***Welding Program																		
* \$103.75 for each additional credit hour over 15 hours.																		
* Fees are subject to change without notice.																		

## **PROOF OF LOUISIANA RESIDENT STATUS LTC SA1930.236**

Pursuant to House Concurrent Resolution No. 226 of 1986, the following is the definition of a resident student for tuition purposes:

A resident student, for tuition purposes, is defined as one who has abandoned all prior domiciles and has been domiciled in the State of Louisiana continuously *for at least one full year (365 days)* immediately preceding the first day of classes of the semester/term of enrollment for which resident classification is sought. A non-resident student, for tuition purposes, is a student not eligible for classification as a resident under these regulations.

Factors considered in determining Louisiana resident status include, but not limited to:

- Residence Purchase
- Driver's License
- Leases or Rent Receipts
- State and Federal Income Tax Forms
- Utility Bills
- W-2 Form
- Vehicle Registration
- Employer or Military Mandated Relocation Orders/DD214

### **ID CARDS**

All students, faculty, and staff are required to have an ID card visible while on campus. The cost of the initial ID is a part of the student services fee charged during registration and is collected by the accounting office of the college. Any replacement card is \$5.00. ID pictures are taken during registration. A tuition receipt, ID receipt, and some other form of pictured ID are required in order to take college ID pictures.

### **KEY CARDS (Minden Campus Only)**

Key cards are issued during registration. They are for student use only. Students must report a lost or stolen key card immediately to the admissions office. Replacement cost is \$5.00. Student key

cards are only activated for the buildings a student will attend classes in. When a student graduates or resigns from the college the key card must be turned in.

### **STUDENT TECHNOLOGY ENHANCEMENT PROGRAM LTC IS1930.189**

Students enrolled at NLTCC contribute to a Student Technology Enhancement Program (STEP) fee each semester. The STEP funds, often referred to as *technology fees*, assist with all major technology efforts of the Campus/College that are designed to enhance the learning process for students. This fee was approved by the Student Government Associations of the LCTCS campuses as authorized by the Louisiana Legislature in spring 1997. Technology fees collected by a campus/college will be used for the purpose of enhancing instruction and improving the infrastructure and technical capacity of the campus /college.

## **REFUND POLICY *LTC FS1930.37***

### **General Policy and Procedure:**

A student who resigns from the College may be entitled to some refund of tuition, and certain fees. The amount of the refund, if any, will depend upon the amounts paid by the student and the date of withdrawal. Refunds are automatically generated by the college; therefore, the student is not required to request the refund.

1. Refunds will be subject to an administrative fee of \$15 per refund transaction (regardless of the number of credit hours dropped or upon withdrawal from the college).
2. Refunds, when due, will be made within 30 days of (1) the withdrawal date as documented on the Drop/Add/Reinstatement form or (2) the date the institution determines the student has withdrawn.
3. Fees are non-refundable.
4. If the College cancels a class, then 100% of all tuition and fees paid will be refunded and an administrative fee will not be assessed.

### **Refund Policy:**

Refund of tuition and fees for the fall, spring, and summer semesters is made on the following basis upon a reduction in credit hours or official withdrawal from the College:

Up to the 1<sup>st</sup> 7 days of each part of term: 100% of tuition and fees

On or beyond the 8<sup>th</sup> day after the part of term, no refund will be given.

Tuition, fees, and other charges relating to Continuing Education and Business and Industry Training are not refundable unless the training course is canceled by the College.

Pursuant to the Louisiana Community and Technical College System Policy #5.007, a formal appeals process shall be in place for hearing complaints due to denial of all or part of a student's refund.

**NOTE:** In accordance with Title IV of the Higher Education Act Amendments, refunds of tuition and fees for Pell Grant recipients shall be made to the Pell Grant program and not to the student.

## **INDEBTEDNESS TO THE COLLEGE**

Students who do not meet their financial obligations as scheduled are not permitted to continue attending classes on the campus. The campus will not release information or perform other tasks requested for student data unless the financial account of the said student is paid in full and the student is in good standing.

Students can access their accounts via their LoLA log in information. Students are required to have their accounts clear to continue in their classes. If students do not have their accounts clear,

students may be purged from their classes but may still be required to pay the campus the account balance.

Students who do not have their accounts clear will have their student record locked and the balance will be turned over for collections. In the case where the student's balance has been turned over for collections, the student is required to pay for all collection costs associated with the collection of the debt (in addition to the balance) to the collection agency.

## ACADEMIC AFFAIRS

### ACADEMIC YEAR *NLTCC 1.103*

The NLTCC academic year consists of a 16-week/Fall and a 16-week/Spring regular semester which includes two (2) 8-week terms. An optional Nine-week Summer Session is available. Intersessions may be offered between the semesters and the summer session based on need. Courses may be compressed as long as the contact hours required for a course are completed during the semester, summer session, or intersession.

#### **Definitions:**

*Summer Session* - a summer session is an 8 week semester.

*Intersession* - offered between the semesters and summer session based on need.

*Customized Sessions* (non-credit) - courses/training specifically designed to meet the special needs of business/industry. If the existing “credit course” curriculum does not meet the special needs of business/industry training, the instruction should be considered “customized” and categorized as “noncredit.”

*Mini-Session* - An accelerated 7-week session, generally at the beginning of the semester to mid-term, or mid-term to end of the semester.

### ENTRANCE REQUIREMENTS

Minimum scores on the ACCUPLACER (Classic, New Generation), COMPASS/ASSET or ACT are set for each program offered. The purpose of these minimum scores is **not** to prevent students from entering programs but rather to enroll students in programs at an academic level at which they can successfully perform the work required and realistically achieve personal goals. Students may enter with scores below these minimum requirements but must be enrolled in WorkReady U. Students desiring to pursue a technical diploma in Practical Nursing, or a certificate in Patient Care Technology are required to meet the minimum scores prior to being admitted to the program.

### FULL-TIME ENROLLMENT

**Fall and Spring Semesters (for Academic Purposes)** - Twelve credit hours per semester constitutes full-time enrollment at NLTCC.

**Summer Semester (for Academic Purposes)** - Six credit hours per summer session constitutes full-time enrollment at NLTCC.

**Full-time Status for Title IV (PELL) Determination** - Full-time status for a Fall, Spring, or Summer semester for Pell is 12 credit hours. *Audited courses are not counted as credit courses for reporting or enrollment verification purposes and are not eligible for financial aid.*

**Tuition Cap** - During the LTC Fall and Spring semesters, a student’s tuition is capped at 12 semester credit hours; any additional hours in excess of the 12 semester credit hours up to 15 semester credit hours will have no additional charges. Hours in excess of 15 semester credit hours will be billed according to the tuition schedule.

## **CLASSIFICATION OF STUDENTS *LTC IS1930.15***

Classification of students is defined by LCTCS. Classification is based on the number of credit hours earned by the student.

***Freshman:*** An undergraduate student who has earned 29 or less semester credit hours.

***Sophomore:*** An undergraduate student who has earned 30 or more semester credit hours.

***Non-Degree Student:*** A student who is taking courses, but not working toward a credential.

## **CREDIT BY EXAMINATION *LTC IS1930.126***

Credit by Examination (Course Challenge Exam) measures mastery of course content and may be taken in lieu of a course **if** the student can provide sufficient evidence of the probability of success on the exam. Sufficient evidence may be in the form of relevant work experience, previous coursework, and so forth.

Credit by examination may include both written and skill performance, and it is developed, administered, and scored by faculty who teach the course.

- An administrative fee must be assessed to the student prior to sitting for the examination.
- A student must receive a score of 80% or higher to be assigned a grade of “P” for the course. Note: The actual grade earned on the challenge exam by Practical Nursing students will be posted on the transcript that is submitted to the LSBPNE.
- The “P” grade will apply toward the requirements of the program, but, will not be calculated in the student’s grade point average.
- Students who score less than 80% will not receive a passing grade and must enroll in the course.

## **Eligibility and Requirements for Course Challenge**

- Applicants/Students may attempt a Credit by Examination once per course and will not be eligible to challenge courses already attempted.
- All Credit by Examinations must be completed and forms submitted to the Student Affairs Office one week prior to the date grades are due.
- Students cannot be currently enrolled in the course they wish to challenge.
- Credit by Examination is non-traditional credit and therefore subject to the college’s Non-Traditional Credit policy. Note: A student may use a maximum of 30 non-traditional credit hours toward an Associate Degree or Technical Diploma and a maximum of 12 non-traditional credit hours toward a Certificate of Technical Studies.
- Fees must be paid prior to administering the test.

## **WORKREADY U GUIDELINES**

LCTCS defines placement tests used, placement requirements for programs, and levels of remedial education, requirements, and evaluation.

1. The primary purpose of WorkReady U’s remedial education is to prepare students for success in their career preparation courses. The secondary purpose is to prepare students for university admission requirements.
2. Students seeking a credential in an Associate of Applied Science, Practical Nursing, or Patient Care Technician are required to take a placement test. Students may retest following the NLTC testing policy. Students that provide a transcript showing the

completion of a high school diploma or a GED/HiSET will be exempt from taking the ACCUPLACER placement test when enrolling in all other programs.

3. Students who do not provide a transcript showing the completion of a high school diploma or GED/HiSET will be referred to WorkReady U to determine the pathway that meets the students' needs.
4. There are two courses in remedial education: Mathematics and English/Reading.
5. Each remedial course is three credit hours and 60 clock hours.
6. Students who are enrolled in a WorkReady U are given a diagnostic to determine specific areas of deficiency. The diagnostic should occur prior to or during the first week of class.
7. Academic and technical education is integrated into all WorkReady U.
8. Students who do not make an A, B, or C grade must reenroll in the course the following semester and pay all applicable tuition and fees.

### **GRADING SCALE NLTCC 1.154**

Northwest Louisiana Technical Community College (NLTCC) has established a grading scale describing the letter grade that is associated with the percentage grade. The students' transcript will include the letter grade only, not the percentage grade.

The grading scale at Northwest Louisiana Technical Community College for all programs, except those regulated by a licensing board is:

<b>90% - 100%</b>	<b>A</b>
<b>80% - 89%</b>	<b>B</b>
<b>70% - 79%</b>	<b>C</b>
<b>60% - 69%</b>	<b>D</b>
<b>59% - Below</b>	<b>F</b>

The NLTCC grading scale for programs regulated by the Louisiana State Board of Practical Nurse Examiners (LSBPNE) is:

<b>94% - 100%</b>	<b>A</b>
<b>88% - 93%</b>	<b>B</b>
<b>80% - 87%</b>	<b>C</b>
<b>70% - 79%</b>	<b>D</b>
<b>69% - Below</b>	<b>F</b>

### **GRADE SYMBOLS AND DESIGNATIONS LTC IS1930.152**

- A** Represents exceptionally high achievement. It is valued at four grade points for each credit hour.
- B** Represents high achievement. It is valued at three grade points for each credit hour.
- C** Represents satisfactory achievement. It is valued at two grade points for each credit hour.
- D** Represents the minimum achievement for credit. It is valued at one grade point for each credit hour.



- F** Represents an unsatisfactory achievement and indicates failure in the course. It is valued at zero grade points and zero credit hours. The student who receives a grade of “F” in a course is not eligible to continue into the next sequential course(s) and shall not be eligible for graduation. Credit may only be obtained by repeating the course.
- AU** Audit - Represents a course that is not taken for credit. Students who audit a course must be admitted to the college and officially enroll in the course. Any change in status from audit to credit or credit to audit must be completed prior to the last day for adding classes. An audited class may be taken for credit during another semester. An Audit carries no value in computing the grade point average.
- P** Credit by Examination - Represents a course that a student successfully challenged. A student must take the Credit by Examination within the first week of the class and score at least 80% on the exam. A Credit by Examination “P” carries no value in computing the grade point average.
- I** Incomplete - Represents incomplete course work. It shall be given only when there are unavoidable and extenuating circumstances resulting in the inability for a student to complete the coursework prior to the end of a semester. An Incomplete shall only be awarded when there is a reasonable possibility that a passing grade will result from completion of the work. The instructor shall inform the student what work is necessary and the deadline to complete such work. The deadline must be no later than the first day of midterm exams of the next semester. Students do not re-enroll or pay tuition for an incomplete class. The grade of “I” has no value in computing the grade point average, but is counted in hours attempted.
- R** Repeat - Represents a course that is being repeated. The Symbol (R) will follow the letter grade earned. The last grade awarded will be used in the computation of the cumulative grade point average. The term grade point average is not affected with Repeat grades.
- S** Satisfactory - Represents a satisfactory grade. It has no value in computing the grade point average.
- U** Unsatisfactory - Represents an unsatisfactory grade. It has no value in computing the grade point average.
- W** Withdrawal - Represents a withdrawal from a course. Students may officially withdraw from a course or courses until the official drop date and will receive a grade of “W”. The course and grade of “W” will be posted to the student’s permanent record, but will not be included in the calculation of the semester/session or cumulative grade point averages. Students are cautioned that withdrawal from a course or courses may impact their financial aid and other (e.g. insurance coverage) status.

## **GRADE POINT AVERAGE *LTC IS1930.150***

A grade point average (GPA) is obtained by dividing the total quality points earned by the total credit hours attempted. The GPA must be calculated to the third decimal place.

### **Total quality points earned**

#### **GPA(x.xxx) = Total quality points earned/total credit hours attempted**

The term GPA is based on the earned quality points and the credit hours attempted for the semester/session only. The cumulative GPA is based on the total earned quality points and the total credit hours attempted. Grades of I, W, R, S, P, AU, and U will not be calculated in the grade point average.

Types of GPAs:

***Cumulative GPA*** - Calculate GPA formula using all LTC credits (excluding all quality points and credit hours exempted through academic amnesty).

***Graduation Cumulative GPA*** - Calculate GPA formula using those credits applicable to curriculum requirements only.

***Higher Education GPA*** - Calculate GPA formula using all credit hours attempted from higher education institutions excluding all quality points and credit hours exempted through academic amnesty and/or repeated course (up to a maximum of 15 hours).

***Adjusted Cumulative GPA*** - Calculate Higher Education GPA formula excluding LTC repeated credit hours and quality points up to a maximum of 15 credit hours.

## **GRADE CHANGES *LTC IS1930.149***

After a faculty member has submitted a grade roster for a class, all changes of grades are completed through the submission of a "Grade Change" form. Grade changes may be initiated by an instructor only to:

- Correct a computational or transcription error on the part of the instructor.
- Change an "I" grade to a final grade after the student has completed the "I" contract.
- Alternatively, in cases where the student has documented that illness/accident at the very end of the semester prevented the student from completing the courses or from requesting an "I" contract.
- Instructors may not change a student's grade based on extra work done by the student after the semester ends or based on work submitted after the published deadline (unless, as indicated above, some legitimate reason existed for the student's failure to notify the instructor in a timely fashion).

**NOTE: STUDENTS MAY NOT HAND-CARRY ANY FORM ON WHICH A GRADE IS GIVEN.**

Semester grades other than "I" are considered final. Once a final grade has been submitted to the Office of the Registrar, it may be changed only if the Instructor determines that an error was made in calculating the grade or the student successfully appeals the grade. A change of grade may be approved by campus authorities only if the Instructor submits it within one calendar year of the date the original grade was issued to the student.

Any change of grade submitted after one calendar year has elapsed must be approved by the Chief Academic and Student Affairs Officer and the College Director.

Any student who feels that the final grade he/she received in a course is incorrect may appeal the grade. This appeal must proceed through the following stages:

- a. The student must contact the Instructor in the course to discuss the grade.
- b. If still unsatisfied, the student should discuss the grade with the Department Head/designee.
- c. If still dissatisfied, the student writes a formal letter of appeal to the Dean of the Campus where the course was taught stating the exact nature of the appeal, and the reasons for the appeal. The Campus Dean will arrange for a meeting of the Academic Appeals Committee. This committee is described under Academic Appeals.

### **DROP/ADD REINSTATEMENT PERIOD *LTC IS1930.140***

LCTCS defines the period in which a student can drop, add, or reinstate a course(s).

**Add:** Students may add or remove courses from their schedule in their LOLA account within the first two days of a semester. Students should see student services to add or remove courses from their schedule days five through seven of the semester. This will require confirmation from faculty and documentation stating why the change was made. Students will be assessed additional tuition, if applicable. Students who enroll in compressed courses are encouraged to enroll in all courses at the beginning of the semester in order to maximize federal financial aid benefits and minimize tuition costs.

**Drop:** Students who drop a course after the official enrollment day (14th day Spring/Fall and 7th day in Summer) will receive a grade of (W). There will be no penalty for dropped courses nor will the course(s) appear on the students' transcript if the course is dropped before the official enrollment day. If a student wishes to drop all courses in which he/she is enrolled, a Withdrawal form must be completed. Faculty may drop students for excessive absences if the student misses 10% of the class. The academic calendar for each semester has the latest date to withdraw without receiving a failing grade. Contact the student services office if you have questions.

**Reinstatement:** In order for a student to be reinstated into a course, the instructor must agree that the student has an acceptable excuse for missing or dropping the class and that the student has a reasonable chance of passing the course. A student may be administratively reinstated if dropped by the college in error.

### **ATTENDANCE *LTC IS1930.109***

All students must be officially enrolled in any course that they attend. It is expected that students will attend scheduled classes regularly and on time. If an absence occurs, it is the responsibility of the student to make up all missed work, if approved by the instructor. Students, who stop attending a course and do not officially drop, may receive a grade of "F" for all course work missed that may result in a punitive final grade.

- This policy shall be superseded by any more stringent attendance policy required by a regulatory or license body having jurisdiction over program requirements.
- The attendance policy for each class must be included in the course syllabi.

- Attendance will be tracked and maintained for various reporting purposes.
- An instructor may drop a student for excessive absences if the student misses 10% of the class.

Students attending through the Veteran's Administration will adhere to the V.A. attendance policy shown in this catalog. See the local V.A. office for this policy.

Students enrolled in health occupation programs will need to abide by the campus' program attendance policy. This policy is discussed in details on the first day of class.

### **ACADEMIC STATUS *LTC IS1930.102***

LCTCS has determined that the academic status of a student is a general indication of the student's eligibility to remain in school. It may affect a student's eligibility for scholarships, special insurance rates, loans, work-study programs, and other student activities. Academic status includes three categories:

#### **Categories:**

- ***Good academic standing*** (a cumulative grade point average of 2.0 or higher on all course work attempted at Northwest Louisiana Technical Community College).
- ***Academic probation*** (when the Northwest Louisiana Technical Community College cumulative grade point average falls below a 2.0). No student will be placed on probation before he/she has attempted 15 credit hours. The statement "Academic Probation" will be placed on the student's permanent academic record. Once on probation, a student will remain on probation until the Northwest Louisiana Technical Community College cumulative grade point average of 2.0 or higher is achieved.
- ***Academic suspension*** (when a student on academic probation has a semester grade point average below a 2.0). A student on academic probation will be suspended from the institution for one semester at the conclusion of any semester or summer session in which he/she fails to earn a semester grade point average of 2.0. The statement "Academic Suspension" will be placed on the student's permanent academic record. No student will be suspended prior to attempting 24 semester hours of enrollment. A student who is suspended at the end of the fall semester must remain out of school for the spring semester. A student who is suspended at the end of the spring semester may attend the summer session. If the student raises his/her LTC cumulative average to 2.0 during the summer session, the student may attend the fall semester. If the cumulative average remains below 2.0, or if the student does not attend the summer session, the student is suspended for the fall semester. At the discretion of the program advisor, a student may enroll, during his/her suspension semester(s), in developmental courses (courses number below 100). All students who are so allowed to register must be advised by a developmental studies instructor and are restricted to skill remediation. Registration in college credit courses is not allowed, but students may audit credit courses with approval of the program advisor. Under this program, the student may enroll in a maximum of 9 credit hours per semester. A student may appeal to attend the College during his/her suspension semester. The appeal must be in writing to the Academic Appeals Committee on the student's home campus. A student reenters the College on academic probation

after being suspended academically. A student who is allowed to enroll during his/her suspension semester is also placed on academic probation. A student who has been placed on academic suspension and achieved a 2.0 grade point average for the semester following reinstatement must maintain at least a 2.0 grade point average in each subsequent semester of attendance until he/she achieves an NLTCC cumulative grade point average of 2.0. Failure to make a 2.0 grade point average in any subsequent semester before the cumulative 2.0 grade point average is achieved will result in another one semester suspension.

The academic status of each student will be determined at the end of each semester or summer session according to the specific criteria.

### **ACADEMIC STATUS IN SPECIFIC MAJORS**

Faculty in a given major may, with the approval of the academic administration of the College, establish and publish higher academic standards for admission, continuation and/or reentry to the major.

### **ACADEMIC STATUS OF TRANSFER STUDENTS**

A student who is on probation and who has an adjusted cumulative grade point average below 2.0 at his/her previous institution will enter NLTCC on probation. At the end of his/her first semester at NLTCC, he/she will be suspended if he/she does not achieve a 2.0 grade point average for the semester. He/she will be placed in good academic standing if his/her semester average is 2.0 or higher. His/her academic status at the end of each subsequent semester of attendance at NLTCC will be based on his/her NLTCC cumulative/semester average only.

### **ADMISSION OF STUDENTS ACADEMICALLY SUSPENDED/DISMISSED FROM REGIONALLY ACCREDITED INSTITUTIONS**

A student who has been academically suspended/dismisssed from a regionally accredited institution is not admissible to LTC until his/her suspension period has expired.

A student who has been academically suspended/dismisssed from an institution may petition the Admission Standards Committee for permission to enroll at NLTCC during his/her period of suspension. Such appeals must be in writing. Credits earned by a student while on suspension may or may not be accepted toward a degree, diploma, or certificate. Individual colleges and universities determine whether students will be awarded credit for courses taken while on suspension or dismissal. Therefore, all students on suspension/dismisssal should confer with transfer institutions prior to enrolling at the NLTCC to determine specific college/university regulations.

A student who has been academically suspended or dismissed from any institution who has a cumulative grade point average of 2.0 or higher may be admitted by the Admission Standards Committee in good academic standing with no restrictions on his/her enrollment. Credits earned by a student while on suspension may or may not be accepted toward a degree, diploma, or certificate.

Individual colleges and universities determine whether students will be awarded credit for courses taken while on suspension or dismissal. Therefore, all students on suspension/dismissal should confer with transfer institutions prior to enrolling at the NLTC to determine specific college/university regulations.

A student who has a cumulative grade point average below 2.0 may be allowed by the Admission

Standards committee to take developmental courses or to audit credit courses (maximum of 9 credit hours) under the same guidelines as students who are allowed to take credit courses, in career programs, not intended for transfer. A student will be informed that credits earned under these conditions will not be accepted for degree credit at any LCTCS institution nor will they generally be accepted at any other regionally accredited institution.

### **WITHDRAWAL FROM COLLEGE *LTC IS1930.195***

Each student is requested to notify their instructor and the Director of Student Services if he/she intends to withdraw from the college for any reason. Equipment and/or books belonging to the college must be returned and lockers must be cleaned out. The college is not responsible for any items left after withdrawal from the campus. Failure to properly withdraw may jeopardize a student's ability to re-enter a NLTC Campus and/or to receive financial aid. The student will benefit by having school records complete. Employment information should be given to the instructor and/or Director of Student Services prior to leaving the college.

If the student secures employment later (after withdrawal), he/she should forward that information to the college so that student records can be updated. It is imperative that PELL Grant recipients meet with the Director of Student Services prior to withdrawal from the college as improper withdrawal may impact their ability to receive financial aid in the future.

### **PROGRAM COMPLETION/GRADUATION REQUIREMENTS *LTC SA1930.221***

This policy defines the requirements to complete an AAS, TD, CTS, and TCA. All credential options within the Northwest Louisiana Technical Community College have defined course requirements. Course requirements for each credential option are listed in the official Northwest Louisiana Technical Community College Curriculum.

In addition to the program requirements, the student's account must be clear before the student can graduate.

### **CURRICULUM STANDARDS**

Instructors and industry representatives establish the curriculum for each occupational program offered through the technical college system. The Board of Supervisors of the Louisiana Community and Technical College System approve the program standards and curriculum. A postsecondary Curriculum Outline is developed for each program. Student activities are designed to teach the required objectives. All curriculum objectives must be achieved in order to complete a program. Assigned activities include theory instructional material, which is also termed related classroom work, and homework assignments to be completed outside of the

instructional day. Other activities include laboratory assignments related to the occupational course. These may be simulated job projects or actual "live-work" projects. All work is performed under the supervision of the program instructor.

### **EMPLOYABILITY SKILLS**

All occupational program curriculums include units of study in employability skills. Students are instructed in job-seeking and job-keeping skills. Students study career planning, job application forms, interview techniques, and resume preparation to enhance their future job search. Study of proper work habits, employee/employer relationships, and personal character traits show students how to keep a job.

### **TRANSCRIPTS**

Forms are available for students to request release of certain information to specific parties. These forms are available on the NLTCC website. Students may request an official transcript on the website under community/student services at the Clearinghouse link. Transcripts contain a minimum of the following information: program of study, courses or units of study completed with corresponding grades, credit hours pursued and/or earned (if applicable), and period(s) of enrollment. Cost per transcript is \$10.00. Unofficial transcripts are available through the student's LoLA account.

### **TRANSFER**

#### NLTCC Campus to another NLTCC Campus

All campuses within the NLTCC utilize a common curriculum for academic credit. All satisfactorily completed course work (Grade of "C" or higher) taken at a NLTCC campus will be accepted as transfer credit at another campus of the NLTCC subject to any licensing board/program accreditation restrictions.

#### Transferring to Another College or University

Transferability of any credit is at the discretion of the receiving institution. Northwest Louisiana Technical Community College neither guarantees nor implies that course work taken at the college will transfer to any institution other than NLTCC. While there are articulation and transfer agreements in place between NLTCC and other postsecondary educational institutions, students who wish to transfer are encouraged to check with the receiving institution prior to enrolling in course work at Northwest Technical College.

### **PLACEMENT SERVICES**

The placement of students graduating, completing or exiting from NLTCC is handled through the Student Services Office in cooperation with the instructional staff. The functions of the placement service are to provide students with employment information, to advise them where jobs are available, to complete job applications, and to provide counseling concerning work conditions, requirements, wages, and opportunities for advancement. The college does not guarantee placement to any student. The administration, Director of Student Services, and faculty members work constantly and cooperatively with local industry and business in order to be aware of current employment needs and opportunities. Company representatives are invited

and always welcome to visit campuses in order to interview students. The primary goal of the placement service is to assist graduates and those students who possess marketable skills in locating employment in the occupational field for which they have been trained.

### **FOLLOW-UP OF STUDENTS**

The Louisiana Community and Technical College System Office mandates that Technical Colleges perform routine follow-up of all students. This data is used to indicate the success of the program and the employment success of the student. For this reason, students are asked to inform their instructors and/or the Director of Student Services of employment obtained during enrollment or following withdrawal from the campus. Periodically, the Student Services Office and/or the instructors will attempt to contact those students who have dropped from the campus to determine placement information. Employers of former students who have been employed in a field related to their training are also contacted through a survey questionnaire for the purpose of evaluating occupational programs.

### **CONTINUING EDUCATION PROGRAMS**

Continuing Education courses are periodically offered to the public in subject areas having sufficient student interest. The purpose of continuing education courses shall be for upgrade training or retraining for an occupational field.



## POLICIES / STUDENT LIFE

### AMERICANS WITH DISABILITIES ACT

NLTCC actively recruits prospective qualified persons, including those with disabilities. Title I and Title II of the Americans with Disabilities Act are strictly adhered to and the college will make reasonable alterations in facilities, services, policies, and practices in order that qualified individuals with disabilities may have access to both employment and training. The Special Populations Coordinator serves as the contact/information source for all matters relating to this Act.

NLTCC conforms to all rules and regulations of the Americans with Disabilities Act. The student must **self-disclose** by completing the **Application for Accommodations** Form and by providing appropriate documentation in the Student Services office.

### CAMPUS SECURITY ACT

Policies have been adopted to comply with the requirements of the Campus Security Act (PL 101-542) each of the campuses of NLTCC. NLTCC campuses rely on local law enforcement agencies in case of emergency. In case of an emergency, a faculty or staff member will immediately notify campus administration or security. In the event that students, faculty, or staff members witness or discover a criminal/illegal activity, they should first notify the administration, who will then contact local law enforcement authorities. A report will be written and maintained on file. Records shall also be maintained of any illegal acts which occur during any off-campus school sponsored activities.

NLTCC campuses are drug-free workplaces and offer drug and alcohol counseling information to students and staff.

Northwest Louisiana Technical Community College and the Board of Supervisors of the Louisiana Community and Technical College System (LCTCS) is committed to providing a positive academic and social environment for all students. In accordance with Louisiana Revised Statute 17:1801, hazing in any form is prohibited at the System colleges.

### Anti-Hazing Policy

The Board of Supervisors of the Louisiana Community and Technical College System (LCTCS) and Northwest Louisiana Technical Community College (NLTCC) are committed to providing a supportive educational environment free from hazing; one that promotes its students' mental and physical well-being, safety, and respect for one's self and others. In an effort to maintain safety and in accordance with Louisiana Revised Statute 17:1801, 17:1801.1, 17:1805, 14:40.8, 14.502, mandatory Acts 382, 635, 637 and 640, as well as the Board of Regents' Uniform Policy on Hazing Prevention and LCTCS Policy #2.003, hazing in any form is prohibited at NLTCC for all students who participate in the institutions' activities and organizations.

#### A. Definitions

**Hazing** means any intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against another when both of the following apply:

- (i) The person knew or should have known that such an act endangers the physical health or safety of the other person or causes severe emotional distress.

- (ii) The act was associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization.

Hazing includes but is not limited to any of the following acts associated with pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization:

- (i) Physical brutality, such as whipping, beating, paddling, striking, branding, electric shocking, placing of a harmful substance on the body, or similar activity.
- (ii) Physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics, that subjects the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.
- (iii) Activity involving consumption of food, liquid, or any other substance, including but not limited to an alcoholic beverage or drug, that subjects the individual to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual or causes severe emotional distress.
- (iv) Activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.

For purposes of this policy, hazing shall not include a physical activity that is normal, customary, and necessary for a person's training and participation in an athletic, physical education, military training, or similar program sanctioned by the postsecondary education institution.

**Organization** is an association, corporation, order, society, corps, cooperative, club, service group, social group, band, spirit group, athletic team, or similar group whose members are primarily students at, or former students of, a postsecondary education institution, including the national or parent organization of which any of the underlying entities provided for in this definition is a sanctioned or recognized member at the time of the hazing.

**Pledging** is any action or activity related to becoming a member of an organization, including recruitment. Pledging is the broader term related to the admission, initiation, joining, or any other group-affiliation activity on the basis of actual or perceived membership; pledging is not reserved solely for Greek organizations but, rather, applies to any student organization.

**Appropriate authority** includes:

- (i) Any state or local law enforcement agency.
- (ii) A 911 Public Safety Answering Point as defined in Title 33 of the Louisiana Revised Statutes of 1950.
- (iii) Emergency medical personnel.

**Reckless behavior** is an activity or behavior in which a reasonable person knew or reasonably should have known that the activity or behavior may result in injury to another, including but not limited to excessive consumption of alcohol, binge drinking, drag racing, consumption of any controlled dangerous substance, acts of hazing, or other similar activity.

**Serious bodily injury** is bodily injury that involves unconsciousness, extreme physical pain, or protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty, death, or a substantial risk of death.

- B. Consent Statement:** A student's request to join or become a member of an organization is not consent to any form of hazing. Further, a student's acceptance to an invite or open enrollment to join is not consent to undergo hazing nor a defense for those accused of Hazing pursuant to this Policy.
- C. Prohibition Statement:** No organization or individual shall employ a program of student initiation/pledge education or social event which includes hazing. NLTCC operates with a zero tolerance and all alleged cases will be investigated
- D. Duty to Report:** It is the duty of all current or potential student organization members and any faculty or staff member to report any violation of this policy to the Chief Student Affairs Officer or designee. If an organization has taken disciplinary action against one of its members for hazing or has reason to believe that any member of the organization has participated in an incident of hazing, the organization shall report the incident to the College. If an organization or any of its members has been disciplined by a parent organization for hazing, the organization shall report the hazing for which the organization was disciplined to the College. If the College receives a report alleging the commission of an act of hazing by one or more members of an organization that is organized and operating at the College shall report, as soon as practicable under the circumstances, the alleged act or acts to the law enforcement agency having jurisdiction in the place where the alleged act or acts of hazing occurred. The information reported to law enforcement shall include all details received by the college relative to the alleged incident, with no information being redacted, including the name of all individuals alleged to have committed the act or acts of hazing. The College should document in writing all actions taken with regard to the report including but not limited to the date the report was received, reports made to law enforcement, and any other information relative to the college's investigation, processing, and resolution of the incident. Colleges and organizations should use the standardized forms in making reports. Any college, organization, or individual that fails to comply with the provisions of reporting may be subject to criminal penalties as outlined in Act 635 and Act 382.
- E. Expectations for Violations:** In addition to potential criminal penalties related to hazing, any violation of this policy, including knowledge of and failure to report hazing activity as soon as practicable under the circumstances, will result in expulsion, suspension, or dismissal, in the case of students, and may result in termination in the case of employees. Students will not be permitted to return for at least one semester. In addition, there will be a suspension of activities for a minimum of one academic year of any student organization that participates in hazing. Individuals accused of violations of this policy will be adjudicated through the college's codified student and/or employee judicial process, and may be subject to criminal penalties as outlined in Act 635 and Act 382.
- F. Publication and Dissemination:** College policies on hazing shall be published on college and student organization websites and included in the Student Handbook and Student Code of Conduct. (Student Handbook: [www.NLTCC.edu](http://www.NLTCC.edu))
- G. Prevention and Education Programs:** NLTCC provides education, awareness, and prevention activities for hazing that include but are not limited to the following:
- (i) Each new student shall be provided educational information on the dangers of and prohibition on hazing during the new student orientation process in the form of a handbook.
  - (ii) In addition to the requirement of providing educational information in the form of a

handbook as provided in the previous paragraph, beginning in the fall semester of 2019, each new student and parents of minor students shall be provided educational information on the dangers of and prohibition on hazing during the new student orientation process either in person or electronically.

- (iii) Each organization as defined above in this Policy and in R.S. 17:1801.1 shall provide annually at least one hour of hazing prevention education to all members, prospective members, and anyone who is employed by or volunteers with the organization. The education may be provided in person, electronically, or both. Each organization shall submit a report annually to the institution with which it is affiliated relative to the students, employees, and volunteers receiving such education evidenced by an attestation of such individuals receiving the education.
- (iv) The hazing prevention education required under the provisions above shall include the information about criminal penalties for the crime of criminal hazing. Information shall also be provided to organizations on their obligations under the law, including the duty to investigate and report; and on the possible loss of funding and other penalties applicable to organizations under the Hazing Laws
- (v) Policy posting on the college website at [NLTCC.edu](http://NLTCC.edu)

#### **H. Duty to Seek Assistance**

In accordance with Act 637 of 2018, codified at R.S. 14:502, any person at the scene of an emergency who knows that another person has suffered bodily injury caused by an act of hazing shall, to the extent that the person can do so without danger or peril to self or others, give reasonable assistance to the injured person. Criminal penalties are applicable to failure to seek assistance in violation of R.S. 14:502.

#### **I. Authority of Campus Police**

For the purposes of R.S. 14:40.8, college police officers have the right to carry concealed weapons and to exercise the power of arrest when discharging their duties for alleged acts of hazing committed by members of an organization that is organized and operating at the college for which a police officer is commissioned regardless of the location where the alleged acts occurred. A college police officer shall have the authority to discharge his or her duties off campus when investigating a crime of criminal hazing committed off campus by members of an organization that is organized and operating at the college.

#### **Recommended Best Practices**

In addition to the mandatory components of college policies and practices, NLTCC will follow best practices for ongoing prevention and awareness campaigns, data collection and analysis, effective intervention, and response plans.

##### **(i) Prevention and Education Program**

1. Each new student shall be provided educational information on the dangers of and prohibition on hazing during the new student orientation process in the form of a handbook.
2. In addition to the requirement of providing educational information in the form of a handbook as provided in the previous paragraph, beginning in the fall semester of 2019, each new student shall be provided educational

information on the dangers of and prohibition on hazing during the new student orientation process either in person or electronically.

3. Each organization as defined above in this Policy and in R.S. 17:1801.1 shall provide annually at least one hour of hazing prevention education to all members and prospective members. The education may be provided in person, electronically, or both. Each organization shall submit a report annually to the institution with which it is affiliated relative to the students receiving such education evidenced by an attestation of the student receiving the education.
4. The hazing prevention education required under the provisions above shall include the information about criminal penalties for the crime of criminal hazing. Information shall also be provided to organizations on their obligations under the law, including the duty to investigate and report; and on the possible loss of funding and other penalties applicable to organizations under the Hazing Laws

### **CELLPHONES/TELEPHONES**

Students will not be called out of class to answer telephone calls. *Messages will not be taken for students except in cases of emergency.* Family and friends should be informed of this policy and be prepared to divulge the nature of the emergency when calling. Please refer to your specific campus policy on cell phone use.

### **CONFIDENTIALITY OF STUDENT RECORDS**

LCTCS, consistent with the regulations of the Family Educational Rights and Privacy Act of 1974, as Amended (FERPA), insures students access to their education records maintained by the College, district, or Campus and prohibits the release of personally identifiable information from these records without the student's permission, except as specified by law. Only parties with the right to receive educational records pursuant to this policy and identified as such shall be entitled to receive the information. Final responsibility for interpretation of the provisions of this policy statement rests with the College/Campus Director of Student Services, who is also the custodian of the student's official education record.

### **CONSENT TO RELEASE OF PHOTOGRAPHS & MEDIA INFORMATION**

Photographs, quotes, and other types of media information may be taken of persons in classrooms, labs, or on the NLTCC Campus' grounds excluding the prison campuses. These forms of media may be used for public relations and NLTCC publications without the expressed consent of the individuals photographed.

### **DRESS/GROOMING**

This educational agency conducts programs to prepare individuals for employment. Employers from business and industry consider good appearance and good personal hygiene prerequisites for employment. All students must wear clothing that is appropriate for the occupations in which they receive training. Personal hygiene should be a daily practice. While in training, the students should groom themselves for acceptance by future employers. Dress codes for shop areas are to be consistent with safety standards. No student dressed inappropriately will be allowed in shop

areas. Specific instructions concerning attire will be provided to each student by the program instructor or Director of Student Services.

## **EMERGENCIES**

In case of emergencies the building may be evacuated. Unannounced evacuation drills are held periodically for personnel and students to practice the proper procedure to use in evacuating the premises. Since an alarm may not be just a drill, it is important that every alarm signal be treated as the real thing. Students, faculty, and staff must evacuate the building immediately in designated area approximately 50 feet from the building. All entrances to parking area must be kept clear so that emergency personnel may enter and no smoking is allowed during an evacuation.

The actual signal for evacuation is a loud piercing buzz and/or ring from the fire alarm speaker in each department. When students hear it, they must leave the classroom or shop immediately through the nearest exit. Students may not return to the building until the all-clear is given. Maps of the building showing the various exits from the classrooms and shops are located in each classroom and/or department. Students should use these maps as guides in locating the nearest exit.

In case of **fire**, audible and visual alarms will sound. Students should leave the building in accordance with the fire evacuation plans that are posted throughout the buildings.

In case of a **tornado** warning, instructors will move all students to corridors away from windows or doors and have students sit against the wall on the floor. Instructors will then make sure outside exits and classroom doors are open and that exits are clear. Students should remain calm until the all clear is given.

In case of a **hurricane**, there is usually ample time for preparation. If classes are in session when the weather service advises that the communities served by a campus of the college has a high probability of being in the path of a hurricane, staff and students will be dismissed after appropriate measures have been taken to protect campus property. The campus administrator will be in close contact with the director who will advise on campus closures. Information regarding campus closures will be posted on the NLTC website and broadcast on local radio and television stations. Students who have registered with FirstCall will be alerted via text message.

In case of **inclement weather** or other conditions that require campus closure, the announcement will be broadcast on local radio stations and as directed by the Director and Campus Deans. Students who have registered with FirstCall will be alerted via text message.

Please make every effort to attend classes. Under no circumstances should you put yourself (or your family) in jeopardy in order to get to the campus. Use good judgment and common sense. It would be a good idea to have alternate travel routes from your house to the campus, in case of flooding, trees down, etc.

Emergency telephone numbers can be found in each campus administrative office and classrooms. See the campus safety manual for additional instructions for other types of emergencies.

### **EQUAL OPPORTUNITY STATEMENT**

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, Northwest Louisiana Technical Community College upholds the following policy:

Northwest Louisiana Technical Community College is an equal opportunity institution and does not discriminate on the basis of race, color, national origin, gender, age, religion, qualified disability, marital status, veteran's status, or sexual orientation in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations.

#### Coordinator for Section 504 and ADA

Name/Title: Alena Harris, Student Services  
Office Address: 2010 North Market St, Shreveport, LA 71107  
Phone Number: [318-676-7811](tel:318-676-7811) Email Address: [alenaharris@nwltc.edu](mailto:alenaharris@nwltc.edu)  
Days/Hours Available: Monday-Thursday – 7:30.m. - 5:00 P.M.  
and Friday 8:00 A.M. – 11:30 P.M.

#### Title IX Coordinator

Name/Title: Cindy Maggio, Senior Student Success Coordinator  
Office Address: 9500 Industrial Drive, Minden, LA 71055  
Phone Number: [318-371-3035](tel:318-371-3035)  
Email Address: [cindymaggio@nwltc.edu](mailto:cindymaggio@nwltc.edu)  
Days/Hours Available: Monday-Thursday – 7:30.m. - 5:00 P.M.  
and Friday 8:00 A.M. – 11:30 P.M.

Any person having inquiries concerning compliance with Title VI or IX (Equity), or Section 504 (Disability) is directed to contact the above appropriate coordinator or Director of Student Services at their individual campus.

This catalog/handbook is not a contract. Information contained in this document is subject to change without notice. Contact a NLTCC campus for the most current information.

## **FIREARMS POLICY**

Carrying a firearm or dangerous weapon as defined in R.S. 14:2, by a student or non-student on college property, at a college-sponsored function, or in a firearm-free zone is unlawful and shall be defined as possession of any firearm or dangerous weapon, on one's person, at any time while on a campus, on school transportation, or at any campus-sponsored function in a specific designated area including but not limited to athletic competitions, dances, parties, or any extracurricular activities, or within one thousand feet of any campus. **THIS COLLEGE ENFORCES THE FIREARM-FREE ZONE ACT (LA REVISED STATUTE 14:92.2).**

## **FOOD SERVICES**

There are vending machines located at NLTCC campuses which sell snacks and soft drinks. The NLTCC Shreveport Campus' Culinary Arts Department prepares a lunch meal one day a week for students, faculty and staff. Breakfast may be offered at various times during the semester. Students should clean up after themselves. Consideration of others is requested. Consumption of food and beverages is not permitted in classrooms, or shop areas. Food and drink stored in school lockers should be contained properly. Opened bottles and food packages should not be left in lockers at the end of the day. Any spills should be cleaned up by the student, or maintenance personnel should be called. Trash and food products should be disposed of properly.

## **HOUSEKEEPING**

The college is public property, owned by the State of Louisiana and each citizen of the State of Louisiana. It is the responsibility of each student to take care of the property of the college as though it were personal property. Maintenance personnel are employed to maintain the building, but it is also incumbent upon each student to do their part in "housekeeping." Students should pick up their own trash and dispose of it properly--this includes in the classroom, shop areas, student lounge, rest-rooms, and outside on the campus grounds. Students should take pride in the appearance of the entire facility. An added incentive in good housekeeping practices is safety. Safety is not possible in a disorganized class or cluttered shop. Housekeeping, closely related to safety, is part of each student's training. Cleanup time is incorporated into the daily routine for each program. All students are required to participate in this cleanup.

## **INSTITUTIONAL POLICY ON THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) OF 1974**

The Family Educational Rights and Privacy Act of 1974 is a Federal law which states that a written institutional policy must be established and that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

NLTCC Campuses accord all the rights under the law to students who are declared independent of their parents. No one outside the institution shall have access to nor will the institution disclose any information from students' education records without the written consent of students except to some personnel with the institution, to officials of other institutions of which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a



judicial order, to persons in an emergency in order to protect the health and safety of students or other persons, and to parents who present sufficient evidence that the student is dependent upon them for financial support (e. g., Income Tax Form 1040, etc.). All these exceptions are permitted under the Act. Within the technical college community, only those members, individually or collectively, acting in the students' educational interest is allowed access to student education records. These members include personnel in the Administrative Office, the Student Services Office, the Financial Aid Office, the Accounting Office, academic department heads, and academic advisors. At its discretion the Technical College may provide directory information in accordance with the provisions of the Act. Directory information at the technical college includes: student name, address, telephone number, date of birth, major field of study, dates of attendance, degrees received, academic awards and honors, and the most recent previous education agency or institution attended by the student. Directory information on currently enrolled and not currently enrolled students will be disclosed in the Student Services Office. Directory information for students not currently enrolled consists of student name, home address, and date of birth, dates of attendance, degrees received, and the most recent previous educational institution attended. Students may withhold Directory information by filing an official request for non-disclosure form in writing within the first week of classes. Forms for this purpose may be obtained from the Student Services Office.

Requests for non-disclosure will be honored by the technical college. Authorization to withhold Directory information must be filled in the Administrative Office. The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels to be unacceptable. The following officials at the NLTCC have been designated to coordinate the inspection and review of student education records: the Campus Dean, the Director of Student Services and appropriate academic department head. Students wishing to review their education records must make written requests to the Director of Student Services, listing the item or items of interest. Only records covered by the Act will be made available, as soon as possible but always within forty-five days of the request. Students may not inspect and review the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived in writing their rights to inspect and review; or education records containing information about more than one student, in which case, NLTCC will permit access only to that part of the record which pertains to the inquiring student. NLTCC is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected. Students may have copies made of their records with the exceptions (e. g., a copy of the academic record for which a financial "hold" exists, or a transcript of an original or source document which exists elsewhere). Any student who believes that his/her education records contain information that is inaccurate or misleading, or are otherwise in violation of his/her privacy or other rights may discuss his/her problems informally with the Director of Student Services or respective Department Head. If the decisions are in agreement with the student's request, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time that the records will not be amended and why.

The student will then be informed of his/her right to appeal to the next higher a formal hearing. Student requests for a formal hearing must be made in writing to the Campus Dean. The Campus Dean will adjudicate the challenges.

The decision of the hearing will be based solely on the evidence presented at the hearing, will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. If the decisions are in favor of the students, the education records will be corrected or amended on accordance with the decisions of the Campus Dean. If the decisions are unsatisfactory to the students, the students may place with the educations records statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearing. The statements will be placed in the education records, maintained as part of the students' records, and released whenever the records in question are disclosed. Students who believe that the adjudications of their challenges were unfair, or not in keeping with the provisions of the Act, or believe that their rights have been abridged, may file complaints with the Family Educational Rights and Privacy Act Office (FERPA), Department of Education, Washington, D.C. 20202 concerning the alleged failure of the technical college to comply with the Act. Revisions and clarifications will be published as experience with the law and the technical college's policy warrants.

### **LIVE-WORK PROCEDURES**

LCTCS defines the criteria and purpose for using live work as an instructional methodology. Such work must fall within the parameters of the curriculum and objectives for the course in which the student is enrolled. At no time will this type of work experience interfere with the normal progression of instruction as outlined in the course curriculum. The cost of all materials and supplies for work to be performed are the responsibility of the person receiving the service or the owner. Live work projects that are performed off campus are limited to work for non-profit groups or agencies. The Instructor and Campus Dean must approve off-campus work assignments. NLTCC utilizes live work experiences to enhance skills and training for the course and assumes no liability for live work projects.

## **LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM HUMAN RESOURCES POLICY REGARDING HARASSMENT**

### **Approved by the Board of Supervisors on June 13, 2001**

Harassment, including sexual harassment, is prohibited by the Equal Employment Opportunity Commission, the Office for Civil Rights, and state regulations (R.S. 23:301, 312, 332), and therefore, it is the policy of the LCTCS that unlawful harassment of employees and students is prohibited. Harassment is physical, verbal, and visual conduct that creates an intimidating, offensive, or hostile environment, which interferes with work performance. This includes harassment because of race, sex, sexual orientation, religious creed, color, national origin, ancestry, disability or medical condition, age, or any other basis protected by federal, state, or local law, ordinance or regulation. Sexual Harassment is defined by the Equal Employment Opportunity Commission as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature... when

(1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,

- (2) Submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- (3) Such conduct has the purpose and effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

LCTCS applies this definition to the areas of academic advancement, academic standing, or academic performance.

Workplace harassment infringes on employees' right to a comfortable work environment, and it is a form of misconduct that undermines the integrity of the employment relationship. No employee - male or female - should be subjected to unsolicited and unwelcome overtures or conduct, either verbally, visually, physically, or electronically transmitted. Although this list is not all-inclusive, an example of conduct that is prohibited includes:

- Taking any personnel action on the basis of an employee's submission to or refusal of sexual overtures
- Unwelcome or unwanted conversations
- Unwelcome or unwanted touching
- Continued or repeated verbal abuse of a sexual nature
- Explicit or degrading verbal comments, suggestions, or slurs about another individual or his/her appearance
- Offensive comments regarding sexual or private matters
- Display of sexually suggestive pictures, objects
- Offensive jokes
- Verbal abuse, comments, names or slurs that in any way relate to an individual's race, color, sex, sexual orientation, age, religion, national origin, or disability
- Any other offensive or abusive physical, visual, or verbal conduct

This policy applies to all members of the LCTCS Board of Supervisors, unclassified employees, students, supervisors, managers, faculty, vendors, and all other individuals doing business with the LCTCS. It is the policy of the LCTCS that no member of the LCTCS community may harass another.

This includes harassment of an employee by another employee, of a student by an employee, of an employee by a student, of a student by another student. Additionally, under appropriate circumstances, LCTCS may take action to protect its employees and students from harassment, on LCTCS property or at LCTCS-sponsored events, by individuals who are not students or employees of LCTCS.

A complaint of harassment should be presented as promptly as possible after the alleged harassment occurs. Any employee who believes he/she is the subject of harassment or who has knowledge of harassing behavior must report such conduct to their direct supervisor, and the institution's human resource department. All institutions are required to develop a system of recording all formal written complaints to be submitted and kept on file at the institution's Deans Office and in the office of the system president for the LCTCS system office staff. Any student who believes he/she is the subject of harassment or who has knowledge of harassing behavior

must report such conduct to student services personnel. He/she also may submit a complaint to the campus dean. No student or employee is required to report or make a complaint of harassment to the person who is allegedly engaging in the problematic conduct. In the event that an individual feels uncomfortable making a complaint at the institution level, such complaint may be made at the system level with the LCTCS Director of Human Resources (225) 922-1643, Louisiana Community and Technical College System, 265 South Foster Drive, Baton Rouge, LA 70806-4104. Each campus is required to provide to employees and students a copy of this policy and post a poster with contact list identifying individual names, titles, physical location, and telephone number where complaints may be filed. Complaints of harassment will be investigated promptly and in as impartial and confidential a manner as possible. A member of human resources will conduct investigations, unless otherwise deemed necessary, in order to assure an impartial and confidential investigation. LCTCS will not tolerate any type of discipline or retaliation, direct or indirect, against any employee or other person who, in good faith, files a complaint or responds to questions in regard to having witnessed prohibited harassment. False charges are treated as serious offenses and may result in disciplinary and/or civil action. Any employee or member of management who is found, after appropriate investigation, to have engaged in harassing conduct is subject to appropriate disciplinary action up to and including termination of employment and/or student standing per the institution's policies in place governing students.



LOUISIANA TECHNICAL COMMUNITY COLLEGE

**Discrimination/Harassment Complaint Form**

Name of Complainant: \_\_\_\_\_ Date form completed: \_\_\_\_\_

Department/Institution: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

1. Charge of discrimination based on:

- Race/Color  Sex
- Sexual Orientation  Religious Creed
- National Origin/Ancestry  Disability or Medical Condition
- Age  Other \_\_\_\_\_

2. Statement of Discrimination/Harassment, please provide the following information (use an attached sheet if necessary):

- a) Date(s), time(s), and location(s) of the incident/incidences that took place.
- b) Description of each incident :( e.g., was any physical contact made, what was said and/or done? etc.)
- c) Name(s) of anyone present during each incident
- d) Anyone with whom you have discussed the incident/incidences

Comments:

Complainant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Complaint Recipient Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **LOLA (LOG ON LOUISIANA)**

LoLA (Log On Louisiana) is an online tool that will allow a student to monitor their financial aid application, register for classes, review their class schedule, review their account, access their grade reports and unofficial academic transcript. Important campus dates and announcements are also accessible through LoLA. Students may access LoLA at [www.my.lctcs.edu](http://www.my.lctcs.edu).

## **NLTCC EQUIPMENT**

Technical College vehicles will not be operated by unauthorized personnel, except in emergencies. Unnecessary use of equipment, fuel, or electricity will be avoided. Equipment and commodities will be properly stored. Lost or stolen property will be reported immediately to the program instructor or campus administration. College property will not be taken from the premises.

## **NLTCC VIOLENCE FREE CAMPUS POLICY 6.021**

Northwest Louisiana Technical Community College (Northwest LTC) is committed to maintaining a safe learning and working environment for all students, faculty and staff that is fair, humane, and responsible- an environment that supports career and educational advancement on the basis of job and academic performance. Sexual violence, domestic violence, dating violence, sexual assault, stalking or any other type of harassment subverts the mission of Northwest LTC and offends the integrity of our college. In accordance with the Campus Sexual Violence Elimination Act (Campus SaVE Act) and 2013 Violence Against Women Reauthorization Act, the College is actively working to increase transparency about the scope of sexual violence on campus, guarantee survivors enhanced rights, and provide College-wide prevention educational programming.

Northwest LTC will not tolerate threats or acts of violence, including but not limited to acts of domestic violence, dating violence, sexual assault, stalking, and harassment on any campuses. There will be also be no harassment and/or violence based upon the basis of age, color, disability, gender, gender identity, national or ethnic origin, race, religion, sexual orientation, veteran status, pregnancy, childbirth and related medical conditions and sickle cell trait. Such harassment is unacceptable behavior and will not be tolerated at Northwest LTC.

All firearms and dangerous weapons are banned from all campuses of Northwest LTC.

### **Scope and Applicability**

This policy applies to all Northwest LTC employees, students, and to all individuals who, while not Northwest LTC employees, perform work at Northwest LTC for its benefit.

### *Definitions*

***Acts of Violence*** -Acts of violence include any physical actions, with or without a dangerous weapon, whether intentional or in reckless disregard, that harms or threatens the safety of another individual in the workplace.

***Threat of Violence*** -A threat of violence is any act or statement, which by its very nature causes a reasonable person to fear for his/her safety or that of another person.

**Domestic Violence** -A pattern of coercive behavior that is used by one person to gain power and control over another which may include physical violence; sexual, emotional or psychological intimidation; verbal abuse; stalking or economic control. Domestic violence occurs between people of all racial, economic, educational, religious backgrounds; in heterosexual and same sex relationships, living together or separately, married, or unmarried, in short term or long-term relationships. Domestic violence is a major cause of injury to women, although men may also be victims of such violence.

**Dating Violence** – a pattern of physical, emotional verbal and/or assaultive and controlling behaviors that one person uses against another in order to gain or maintain power and control in the relationship.

**Relationship Violence** – includes both domestic violence and dating violence.

**Intentional** -Intentional is a state of mind that exists when circumstances are such that a person either actively desires or, in the ordinary course of human experience, must have known, that the consequences of his/her act or failure to act would result from his/her action or inaction.

**Stalking** – the intentional and repeated following or harassing of another person that would cause a reasonable person to feel alarmed or to suffer emotional distress. Stalking shall include but not be limited to the intentional and repeated uninvited presence of the perpetrator at another person's home, workplace, school or any place which would cause a reasonable person to be alarmed, or to suffer emotional distress as a result of verbal or behaviorally implied threats of death, bodily injury, sexual assault, kidnapping, or any other statutory criminal act to himself or any member of his family or any person with whom he is acquainted.

**Dangerous Weapon** - a "dangerous weapon" means any firearm, knife, gas, liquid, or other substance or instrumentality, which, in the manner used, is calculated or likely to produce death or great bodily harm.

**Sexual Assault** - Any non-consensual physical contact of a sexual nature, whether by an acquaintance or by a stranger, is a sexual assault. Physical resistance need not occur to fulfill the definition of sexual assault. Consent CAN NEVER be given by anyone under the age of sixteen. Sexual Assault includes, but is not limited to the following:

- Rape
- Acquaintance rape (friend, classmate, peer, co-worker, partner, etc.)
- Incest
- Sexual assault with an object
- Forcible sodomy
- Forcible oral sex
- Forcible fondling

**Consent-** Consent is the equal approval, given freely, willingly, and knowingly of each participant to desired sexual involvement. Consent is an affirmative, conscious decision-

indicated clearly by words or actions- to engage in mutually accepted sexual contact. Consent must be ongoing and can be revoked at any time. Consent to some sexual acts does not imply consent to others, nor does past consent to a particular act imply present consent.

A person forced to engage in sexual contact for force, threat of force, or coercion has not consented to contact. Lack of mutual consent is the crucial factor in any sexual assault. Consent CANNOT be given if a person's ability to resist or consent is substantially impaired because of a mental or physical condition or if there is a significant age or perceived power differential.

Examples include, but are not limited to being:

- Unconscious
- Frightened
- Physically or psychologically pressured or forced,
- Intimidated
- Substantially impaired because of a psychological health condition
- Substantially impaired because of voluntary intoxication
- Substantially impaired because of the deceptive administering of any drug, intoxicant or controlled substance.

**Workplace** -Workplace includes all Northwest LTC facilities, premises or equipment and any location, leased or otherwise, where Northwest LTC employees are engaged in Northwest LTC business.

#### *Reporting Roles, Responsibilities*

Northwest LTC encourages a person who has been sexually assaulted to report the assault, to seek assistance and to pursue judicial action for their own protection and that of the entire campus community. When conducting the investigation, Northwest LTC primary focus will be on addressing the sexual assault and not on other policy violations that may be discovered or disclosed. Anyone who has been sexually assaulted may choose to pursue criminal prosecution and Northwest LTC and LCTCS disciplinary processes. To preserve evidence for the option of pursuing criminal prosecution or internal disciplinary processes, a person should report the sexual assault to Northwest LTC personnel and/or local police. However, Northwest LTC recognizes that a person who has been sexually assaulted retains the right not to pursue either criminal prosecution or a Northwest LTC judicial proceeding. Choosing not to pursue Northwest LTC or criminal action, however does not remove the responsibility of the college to investigate and/or take action.

#### *Reporting to the Office of Student Services*

If the alleged perpetrator of sexual violence is a student, survivors may report to the Office of Student Services. Complaints of sexual violence and harassment may also be submitted to any staff or faculty member and they can refer the survivor to the appropriate College office. All complaints of sexual misconduct will be referred to the college Title IX Coordinator.



### *Reporting to the Office of Human Resources*

Incidents of sexual violence allegedly committed by an employee of the College may be reported to the Office of Human Resources.

The Office of Human Resources may be consulted about situations, take reports/complaints, initiate investigations/proceedings, and make recommendations/ determinations. Depending on the outcome of the investigation/proceedings, if corrective action needs to be imposed, the Office of Human Resources will advise College leadership on appropriate action.

### *Medical Care/Emergency Room Examination*

Any person who has been sexually assaulted may go directly to the emergency room of any local hospital for medical attention. An individual who has been sexually assaulted is urged to seek medical evaluation as soon as possible.

### *Confidential Advisors*

A Confidential Advisor will be assigned to the victim and the accused as warranted. The victim and accused will be assigned different Confidential Advisors.

### *Responsibility of Confidentiality*

When a report of sexual assault is made, both the accused and the accuser, and all identified witnesses who are named in the investigation, will be notified of Northwest LTC's expectation of confidentiality. Breaches of confidentiality or retaliation against: the person bringing the complaint; any person assisting with the investigation; or the person or individuals being charged with the complaint; will result in disciplinary review. Northwest LTC will make all reasonable efforts to maintain the confidentiality of parties involved in sexual assault investigations.

### *Timely Reporting/Crisis Assistance*

Northwest LTC supports and encourages anyone who has been sexually assaulted to report the incident to the reporting source of their choice. Prompt reporting may preserve options that delayed reporting does not, including the preservation of physical evidence, crisis counseling, and immediate police response. However, those who delay reporting can report the incident at any time, understanding that this may rule out the collection of physical evidence.

### *Anonymous Reports*

Northwest LTC recognizes that a person who has been sexually assaulted may choose not to report the crime to a limited confidential source or a privileged source. In those situations, Northwest LTC allows an individual who has been sexually assaulted to file an anonymous report which allows the reporting person time to decide what course of action they want to take and also allows the crime to be counted in the campus crime statistics.

In case of a violent incident, call the local Police by dialing 911 from any campus phone. Only the Police or other law enforcement agencies should attempt to apprehend the offender. All other persons should remain calm and cooperative.

## **PERSONAL PROPERTY**

The college will not be held responsible for personal property of students. Automobiles and other items cannot be left on campus property without permission from campus administrator. No illegal or hazardous property is allowed. Lost or stolen property should be reported to the program instructor. Items that are considered a deterrent to studies are not allowed.

## **SANCTIONED ORGANIZATIONS**

### ***Student Government Associations:***

LCTCS has established Student Government Associations, which operate under a Constitution that is prepared by and for each campus. The Student Government Association (SGA) on each campus will be assigned an advisor who will serve as a liaison between the SGA and the college administration. The dean of each campus will designate the advisor.

The campus dean in charge of each SGA on each campus has overall responsibility for ensuring that the Student Government Association is administered in accordance with the policies of the LCTCS Board of Supervisors and the guidelines of this memorandum.

***Election of Officers:*** Each Spring semester there will be an election of Student Government Association Officers. This election will be conducted by incumbent SGA Officers, and supervised and coordinated by the SGA Advisor.

***Tuition Waivers for SGA Officers:*** A waiver of in-state tuition exclusive of self-assessed fees according to policy, summer included will be granted for Fall and Spring Semesters to the two elected SGA officers at each campus. Tuition waivers for SGA will not exceed the costs of three full-time equivalent students and will remain in effect for the duration of the respective terms of office.

There will only be two SGA officers at each campus who will take office during the Summer semester. At that time, the tuition waiver for the SGA President will be \$500 and the waiver for the Secretary/Treasurer will be \$250. The waiver will be applied toward tuition and will not result in a refund. The waiver will remain in effect for the duration of the respective terms of office.

A student is not allowed to receive more than one state funded waiver (546, SGA, Financial Aid Initiative, Chancellor Waiver, etc.).

***While running for office and if elected, the SGA Officers listed above must:*** 1. Be enrolled in and maintain at least 9 credit hours; 2. Be in good academic standing; and 3. Maintain the required cumulative and semester grade point average (GPA) as deemed by the SGA Constitution. Executive Officers (i.e., President, Secretary/Treasurer) must be degree seeking and may not serve as officers more than two consecutive academic years. Receipt of tuition waiver, by the above-listed SGA Officers, shall be contingent upon performance of assigned duties and tasks as set out and defined in the respective SGA Constitution. For specific policies and procedures of Student Government Associations (SGAs) please refer to [www.ltc.edu](http://www.ltc.edu) for Policy and Procedures Memorandum #SA1930.265.

**Skills USA:** Skills USA is a national organization for trade, industrial, technical, and health occupations students. It emphasizes total quality at work, high ethical standards, superior work skills, life-long education, and pride in the dignity of work. It also provides quality educational experiences for students in leadership, teamwork, citizenship, and character development. Skills USA programs include local, state, and national competitions where students demonstrate occupational leadership skills. Statewide competitions are held each spring and the National competitions are held in the summer.

**Board of Regents Council of Student Body Presidents (COSBP):** One individual will be chosen from among the three SGA Presidents to fill the role of COSBP for the college. The responsibilities of this position will be to represent the college at four state wide meetings throughout the year and attend an annual trip to Washington, DC.

***National Technical Honor Society:***

NTHS is the acknowledged leader in the recognition of outstanding student achievement in career and technical education. NLTCC offers this nationally recognized honor society to students. Individuals interested in joining NTHS must have a current overall GPA of 3.4 or above and must be at least a second semester student. NTHS members must maintain an overall GPA of 3.0 and maintain a GPA of 3.25 in their Career and Technical program to remain an active member. The student cannot have any current or future discipline and/or academic attendance problems. Being a part of NTHS encourages higher scholastic achievement, cultivates a desire for personal excellence, and helps top students find success in today's highly competitive workplace. Key benefits to membership include the NTHS custom certificate, presentation folder, member pin, ID card, window decal, white graduation tassel, official NTHS diploma seal and customized general letter of recommendation for the student's career portfolio. Once the student logs in they may request up to three personal letters of recommendation for employment, college admission, or scholarship committees and gain access to the NTHS Online Career Center. Full time students inducted as NTHS members are eligible to apply for scholarships through the NTHS website at [nth.org](http://nth.org).

***Phi Theta Kappa***

Phi Theta Kappa (PTK) is an international honor society for two-year college students. It is the largest honor society in higher education. Each spring, Northwest LTC participates in the PTK's All-Louisiana Academic Team through the Louisiana Community and Technical College System. Outstanding students that also demonstrate leadership at Northwest LTC and/or within their community, are nominated as potential members of this all-state academic team. PTK honorees receive a medallion that can be worn at graduation.

**SAFETY**

In NLTCC Campuses, the safety of students, personnel, and visitors is of great importance. The campus assumes the primary role of providing a safe atmosphere in which to work and study. Students and employees should contribute to the safe atmosphere by assuming their own responsibility for safety. While it is the college's objective to train for skill and speed, it is policy that safety shall not be sacrificed for speed or shortcuts. Every attempt shall be made to reduce the possibility of accidents; therefore, the teaching of safe practices shall be integrated into the curriculum of all programs. It is the intent of the College to comply with safety laws and

applicable standards mandated by the State of Louisiana, applicable OSHA standards, and standards set by the manufacturers of equipment used in training. Each student should be alert to prevent injury to themselves and to others. Students should avoid damaging equipment, tools and buildings. All safety practices should be followed at all times in the operation of equipment. Instructors will provide specific rules for each program area. Students should not attempt to operate machines or equipment on which they have not received training by the instructor. Students may work in the shop areas only when the instructor is on duty in the shop. Students are to stay in their department at all times, except when ordered to another department by the instructor. Visiting from shop to shop is not permitted. In case of sickness or minor accidents, students should first inform the program instructor. If necessary, college personnel will telephone an emergency contact or emergency personnel to come to the school for the injured or sick student. No emergency or sick room is maintained on campus. A first-aid kit is located in each department and in the office and is readily available for student use. In case of a serious accident, an ambulance may be summoned. All medical expenses are borne by the student. The campus safety coordinator shall be conferred with in all safety/accident situations.

### **SAFETY RULES FOR EMPLOYEES AND STUDENTS**

Each employee and student at a NLTCC Campus receives a written copy of the college safety rules which are posted in each area. These rules are enforced by the instructor and, if necessary, the Campus Dean. In addition to general safety rules, each department or shop at NLTCC Campus has rules pertaining to that area which are frequently discussed in classes and in safety meetings. The general safety rules at NLTCC for employees and students are as follows:

- All NLTCC campuses are smoke free. ACT 211
- Horseplay and fighting will not be tolerated on campus.
- Possession of unauthorized firearms, alcoholic beverages, illegal drugs, or unauthorized medically prescribed drugs will not be tolerated on the campus grounds. Inform your instructor if you are required to take medication during class hours. Written medical evidence stating that the medication will not adversely affect your decision making or physical ability is required.
- Before beginning work, notify your instructor of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.
- Use personal protective equipment to protect yourself from potential hazards that cannot be eliminated.
- Operate equipment only if you are trained and authorized.
- Inspect the work station for potential hazards and ensure that the equipment is in safe operating condition before using it.
- Immediately report any recognized potentially unsafe condition or act to your instructor and also document it on the Hazard Control Log posted in the department.
- If there is any doubt about the safe work method to be used, consult the instructor before beginning work.
- Immediately report accidents and property damage to an instructor regardless of the severity so an Incident/Accident Report can be completed.
- Follow recommended work procedures outlined for the job including any safe work methods described in the job safety analysis.

- Maintain an orderly environment and work procedure. Store all tools and equipment in a designated location. Put scrap and waste material in designated refuse container.
- Report any smoke, fire, or unusual odors to your instructor or administration.
- Use proper lifting techniques. For objects exceeding 50 pounds in weight, specific methods for safe lifting must be determined by the instructor.
- Never attempt to catch a falling object.
- If your work creates a potential slip or trip hazard, correct the hazard immediately or use safety tape to tag the area before leaving it unattended.
- Fasten restraint belts before starting any motor vehicle.
- Obey all driver safety instructions.
- Know departmental rules regarding first aid, evacuation routes, and fire department notification.
- Adhere to departmental rules and procedures specific to departmental operations.
- Assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures as requested.

Employees and students who do not comply with campus safety rules will not be allowed to remain on campus.

### **SEARCH AND SEIZURE POLICY**

Lockers and desks are the property of NLTCC Campus and are loaned to students for the purpose of assisting them in obtaining an education. As the property of the campus, they are subject to search for any contraband at any time, upon the reasonable belief of the Campus Dean that said lockers and desks may contain material which is not allowed on campus. Bringing a tool box and operating a motor vehicle are privileges granted to students. The granting of these privileges is conditioned upon the consent of the students to a search by the campus administration of said tool boxes or motor vehicles that may be on campus in order to determine if said tool boxes or motor vehicles contain material which is not allowed on campus. This search and seizure policy applies to materials such as weapons, illegal substances or drugs, alcoholic beverages, and other similar material. Local law enforcement authorities may be included in this process if the Campus Dean determines a need for such involvement.

### **SOCIAL MEDIA POLICY**

Social media are powerful communications and marketing tools that may have a significant impact on organizational and professional reputations. Because there is not always a clear distinction between personal voice and institutional voice, NLTCC has crafted the following statement to help clarify how best to enhance and protect personal and professional reputations and program reputations when participating in social media.

“Social media from the NLTCC is intended to supplement, not replace, the channels currently in place for press, news, events, announcements and student communication. Social media are defined as media designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Examples include but are not limited to LinkedIn, Twitter, Facebook, YouTube, and MySpace.”

Both in professional and institutional roles, employees need to follow the same, if not better, behavioral standards online as they would in life. The same laws, professional expectations, and guidelines for interacting with students, parents, alumni, donors, media, and other university constituents apply online as in the real world. Employees and student-representatives of the school are personally liable for anything they post to social media sites.

### **SOLICITATIONS**

Students are not permitted to solicit money from the student body for any cause unless permission is granted by the campus administration. Students should not solicit for donations, loans, cigarettes, or rides in personal cars from faculty, staff, or other students.

### **STUDENT CONDUCT/DISCIPLINE**

In general, the discipline of the campus is under the administration of the Campus Dean. Students are expected to conduct themselves at all times in a manner acceptable to standards prescribed by society and the campus. Each technical college student is responsible for his/her own actions while enrolled and in attendance at NLTCC. The student will accept the end result of his/her personal conduct. The mission of the NLTCC is to prepare students for employment. This mission includes preparing the students to get along with their peers, their superiors, and to act in accordance with all rules and regulations.

### **STUDENT SUSPENSION**

Students may be suspended from the campus for the following reasons:

- (1) Failure to maintain satisfactory progress;
- (2) Violation of the attendance policy; or
- (3) Conduct that is deemed detrimental to the proper operation of the campus;
- (4) Other.

### **STUDENT GRIEVANCE POLICY NLTCC 2.020**

#### ***General:***

Northwest Louisiana Technical Community College establishes the guidelines and standards for student grievances NOT involving an academic or grade appeal or financial appeal; refund appeals; admission appeals and other matters within the jurisdiction of other committees of the college. This policy reflects the College's commitment to the principles, goals, and ideals described in the Technical College Mission Statement and its core values.

Cases of challenges to student records through the Family Educational Rights and Privacy Act (FERPA)

shall be referred to Campus Student Services Office. Student appeals relating to Financial Aid decisions, rules, and regulations shall be directed to the Campus Financial Aid Office.

#### ***Definition of Grievance:***

A grievance is a complaint about the conditions or policies within a technical college or a complaint about the actions of employees, students, or instructors within the college that affect

the college environment for the aggrieved student. A disciplinary action taken by the college administration against the student is not considered a grievance. Matters pertaining to discipline are to be resolved through the policies and procedures specified in the Board of Supervisors for the Louisiana Community and Technical College System procedure manual for the suspension and expulsion of students.

***Processing a Grievance:***

NLTCC Campuses adhere to the following grievance procedure regarding complaints about the conditions and policies within the technical college under the jurisdiction of the Board of Supervisors of the Louisiana Community and Technical College Board of Supervisors and the Louisiana Board of Regents. In cases where sexual harassment or sexual violence is the basis for the complaint, the NLTCC Sexual Harassment Policy HR 6.014, NLTCC Violence Free Campus Policy HR 6.021 and Grievance Procedure Policy 2.020 will be utilized. Informal and formal grievance procedures are outlined for students and parents. All grievances should be presented within ten days from the date the grievant became aware of the cause of such grievance. The grievant should try to resolve the problem first by discussing the problem with the individual who is the cause of the complaint, if possible. If it is inappropriate to present the complaint directly to that individual, then the grievant should discuss the complaint with the appropriate individual as follows:

***Informal Procedures:***

1. If the complaint is against a student, discuss the problem with the student's instructor or department head in which the student is enrolled.
  2. If the complaint is about an instructor or other college employee, discuss the problem with the instructor or employee first, then the Director of Student Services, then the Assistant Campus Dean, and lastly the Campus Dean.
- If a satisfactory solution is not reached using informal procedures, the grievant may file a formal grievance for resolving the matter.

***Formal Procedures:***

1. The grievant submits, in writing, to the Campus Dean a student grievance form from Policy 2.020 Attachment C, SA100.45.
2. Upon receiving the grievance, the Campus Dean will appoint a committee to investigate the complaint at a formal hearing. The committee shall be comprised according to policy 2.020 Section 223.3.1.
3. Within five college days of receiving the grievance, a certified letter will be sent to both parties and to any witnesses being called by the committee informing them of the date and time for the hearing. Both the grievant and alleged offender will be sent a copy of the written grievance with this notification. Each party will be notified of the right to call witnesses and have legal counsel present at the hearing.
4. The committee will conduct an inquiry, call witnesses, and gather whatever information it deems necessary in reaching a determination as to the merits of the allegations.
5. Within ten days of the hearing, the findings and recommendations of the committee will be submitted, in writing, to the Campus Dean.
6. The Campus Dean will submit his decision, in writing, by certified mail to both parties within

five days of receiving the report from the committee.

7. If the results of the investigation are not satisfactory to either party, an appeal can be made to the NLTC College Director.

8. After all policy SA 1930.262 procedures at the institution level are exhausted; an appeal can be made to the LCTCS Senior Vice President of Career and Technical Education.

9. If a successful resolution is not achieved at this point, the student has the right to appeal to the Board of Supervisors for the Louisiana Community and Technical College System, and then to the accreditation agency, [Council on Occupational Education](http://Council on Occupational Education), 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30346, (770) 396-3898, [council.org](http://council.org).

All documentation of allegations, findings, and action taken are to be kept in a confidential file. Addresses and telephone numbers of accreditation, governance, LCTCS Board of Supervisors, and Advisory Council members can be found in this catalog.

The college maintains records on student complaints that are filed in accordance with the grievance policy to ensure acceptable quality in the educational programs offered by the college. Because of the serious nature involved in cases of harassment, LCTCS maintains a separate policy involving grievance based on harassment. The policy provides that harassment be reported to an immediate supervisor (in the case of students their instructor, department head, or campus dean).

## **SUBSTANCE ABUSE AND DRUG-FREE SCHOOL POLICY**

### **DRUG FREE SCHOOLS AND COMMUNITIES ACT**

The **Drug Free Schools and Communities Act Amendment of 1989** (Public Law 101-226) requires the College to certify to the Department of Education that it has adopted and implemented a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees.

This program must include the following:

1. Standards of conduct concerning the unlawful possession, use, or distribution of drugs, and the illegal use of alcohol by students and employees on College property or at any College activity;
2. Description of legal sanctions;
3. Clear statement of the College's sanctions for violations;
4. Description of any drug and alcohol counseling, treatment, or rehabilitation services;
5. Description of the health risks associated with use of illicit drugs and abuse of alcohol.

The information below is in compliance with the requirements of the Act.



## **STATEMENT OF PURPOSE**

In an effort to assure compliance with Public Law 101-226, all facilities of NLTCC are designated as Drug Free Zones. It is unlawful to possess, use, or distribute illicit drugs on NLTCC property or at any College-sponsored event. Alcohol and drug use is a major issue in the community and on college campuses. Alcohol and drugs can seriously damage physical and mental health, as well as jeopardize personal and public safety. In addition, excessive alcohol consumption may lead to physical abuse, date rape, auto accidents, violence, and other behaviors which lead to self-destruction.

The College abides by all state, federal, and local laws pertaining to alcohol and will enforce underage drinking laws. NLTCC policy prohibits the consumption, possession, or distribution of alcoholic beverages or other drugs in or on any College property or while participating in any College-sponsored trip or activity. All state, local, and federal laws are enforced and may result in disciplinary action by the College as well as criminal prosecution. Violation of the underage drinking laws **will be** enforced.

## **COLLEGE POLICY, SANCTIONS, AND HEARING PROCEDURES**

Policy, sanctions and hearing procedures are described in the Student/Handbook .

## **PROGRAMS WITH A CLINICAL COMPONENT**

Upon acceptance into a program with a clinical component, each student will be required to sign an Authority to Release Drug and/or Alcohol Testing Records release form and is assessed a non-refundable drug screen fee. Drug testing can be performed randomly, selectively or as a group. Refusal of the program student to submit to a drug test or a positive drug screen indicating alcohol or drug use will result in the student's immediate dismissal from the program.

A student who has been dismissed from a program for a positive drug screen indicating alcohol or drug use may reapply to the program from which he/she was dismissed or to another clinical program after a period of one year with the understanding that the positive drug screen will remain on his/her record. Should a student have another positive drug screen, the student will be dismissed from the program immediately and shall not be permitted to apply to any NLTCC allied health program.

Programs with a clinical component also abide by regulations set forth by accreditation agencies, state and federal regulatory boards/agencies, and state and federal law. Program specific management of positive drug/alcohol screen results may vary due to these external requirements. Program specific management is outlined in the program handbook.

## **ALCOHOL AND DRUG 101**

### **What kind of substance is alcohol?**

Alcohol is classified as a depressant because it slows down the central nervous system, causing a decrease in motor coordination, reaction time and intellectual performance. At high doses, the respiratory system slows down drastically and can cause a coma or DEATH.

### **How does alcohol move through the body?**

Once swallowed, a drink enters the stomach and small intestine, where small blood vessels carry it to the bloodstream. Approximately 20% of alcohol is absorbed through the stomach and most of the remaining 80% is absorbed through the small intestine. Alcohol is metabolized by the liver, where enzymes break down the alcohol. In general, the liver can process one ounce of liquor (or one standard drink) in one hour. If you consume more than this, your system becomes saturated, and the additional alcohol will accumulate in the blood and body tissues until it can be metabolized. This is why pounding shots or playing drinking games can result in high blood alcohol concentrations that last for several hours.

### **How much is "one" drink?**

A standard drink contains about 14 grams (about 0.6 fluid ounces) of pure alcohol. Counting your drinks gets tricky when a drink container holds multiple standard drinks, such as a red cup or certain mixed drinks. Approximate standard drink equals to:

- 12 oz. of beer (Note: a red SOLO cup holds 16 oz.)
- 5 oz. table wine (Note: table wine bottles (typically 750 ml) hold five standard drinks)
- 8-9 oz. of malt liquor (Note: malt liquor is often sold in 16, 22, or 40 oz. containers that hold 2-5 standard drinks)
- 1.5 oz. of 80 proof liquor (Note: the same amount of liquors with higher alcohol content (above 80 proof) contain more than one standard drink)

### **What are some common effects of drinking alcohol? Alcohol may:**

- Cause mood swings.
- Make you less patient.
- Give you a false sense of confidence.
- Make you more aggressive.
- Impede your ability to make responsible decisions.
- Make you less cautious

**Alcohol may impair:**

- Memory
- Muscle coordination
- Balance
- Sense of touch
- Hearing
- Sense of Control
- Your ability to react and form judgments
- Vision by decreasing
- Peripheral (side) vision
- Frontal vision and focusing
- Ability to recover from glare
- Number and speed of scans
- Depth perception
- Color sensitivity

*These effects increase substantially when alcohol is combined with other drugs*


**What are the short-term risks of drinking?**

BLOOD ALCOHOL CONTENT (BAC) Table for Male (M) / Female (F)										
Number of Drinks		Body Weight in Pounds								Driving Condition
		100	120	140	160	180	200	220	240	
0	M	.00	.00	.00	.00	.00	.00	.00	.00	Only Safe Driving Limit
	F	.00	.00	.00	.00	.00	.00	.00	.00	
1	M	.06	.05	.04	.04	.03	.03	.03	.02	Driving Skills Impaired
	F	.07	.06	.05	.04	.04	.03	.03	.03	
2	M	.12	.10	.09	.07	.07	.06	.05	.05	
	F	.13	.11	.09	.08	.07	.07	.06	.06	
3	M	.18	.15	.13	.11	.10	.09	.08	.07	
	F	.20	.17	.14	.12	.11	.10	.09	.08	
4	M	.24	.20	.17	.15	.13	.12	.11	.10	Legally Intoxicated
	F	.26	.22	.19	.17	.15	.13	.12	.11	
5	M	.30	.25	.21	.19	.17	.15	.14	.12	
	F	.33	.28	.24	.21	.18	.17	.15	.14	

Subtract .01% for each 40 minutes of drinking.  
1 drink = 1.5 oz. 80 proof liquor, 12 oz. 5% beer, or 5 oz. 12% wine.  
**Fewer than 5 persons out of 100 will exceed these values.**

When you're drinking, one of the first things to go is your judgment. So, celebrating or having fun with friends can quickly turn into embarrassing yourself, getting hurt, throwing up or nursing a hangover. These statistics show the very real risks of drinking in college:

- 70% of college students admit to engaging in unplanned sexual activity primarily as a result of drinking or to having sex they wouldn't have had if they had been sober.
- At least 1 out of 5 college students abandon safer sex practices when they're drunk, even if they do protect themselves when they're sober.
- Heavy drinkers consistently have lower grades.
- One night of heavy drinking can impair your ability to think abstractly and grasp difficult concepts for as long as a month.

Content adapted from information found at [Foundation for a DrugFreeworld.org](http://FoundationforaDrugFreeworld.org) 

## **Alcohol poisoning**

*What is Alcohol Poisoning?*

Alcohol Poisoning occurs when someone has consumed more alcohol than their body can safely metabolize.

*Warning Signs Include:*

- Won't wake up
- Vomiting while passed out
- Slow/Irregular Breathing
- Extreme Confusion
- Pale Skin

*What do you do?*

- ***Call 911 immediately.***
- ***Do not let them "sleep it off".*** Even though the person may have stopped drinking, alcohol continues to be released into the bloodstream and alcohol levels continue to rise. If left alone, the person's symptoms could get worse.
- ***Do not try to make the person vomit.*** Someone who is very drunk has an impaired gag reflex and may choke on their vomit or accidentally inhale vomit into their lungs.
- ***Turn the person on their side*** to prevent choking while vomiting.
- ***Stay calm.***

*What Happens If I Don't Do Anything?*

If someone with alcohol poisoning is left untreated, they can suffer from:

- hypothermia (severe low body temperature)
- heart beats become irregular or stop

- breathing slows, becomes irregular or stops
- severe dehydration
- death

Even if the person lives, an alcohol overdose can cause irreversible brain damage.

*Not Sure? Call 911.*

- Not sure if you should call? **Just Call 911**. Let the medical professionals make the educated decision.
- **Serious medical repercussions** or **death** are obviously worse than a hospital bill.

## **Blackouts**

A *blackout* is caused by the intake of any substance that disrupts the creation of long term memory.

Alcohol also affects the functioning of the hippocampus, which affects emotion, memory, and learning capabilities.

**Blackouts** ("alcoholic or drug related amnesia") occur when people lose or have no memory of what happened while intoxicated. These periods may last from a few hours to several days. During a blackout, someone may appear fine to others; however, cannot remember parts of the night and what they did. The cause may involve the brain's diminished ability to store short term memory, deep seizures, or in some cases, psychological depression. Blackouts shouldn't be confused with "passing out," which happens when people lose consciousness from drinking excessive amounts of alcohol. Anyone who loses consciousness has reached a very dangerous level of intoxication and could slip into a coma.

Information adapted from [Wikipedia "Blackouts\(drug related amnesia\)"](#) 

*How can I prevent a blackout?*

- Blackouts tend to occur after rapid consumption of alcohol, especially on an empty stomach.
- It's not **how much** you drink, but **how fast** you drink.
- Avoid **chugging** or **gulping** alcoholic beverages.
- **Eat a meal** before you begin drinking.

## *Types of Blackouts*

### **True blackout:**

No details are remembered

People tend to fall asleep before it's over

Conversations and behaviors are only stored for 2 minutes or less

Memory is intact for 2 minutes or less

### **Partial blackouts (brown-out):**

More common than full blackouts

Partial blockade of memory function

Missing information but some memory recall

## **Hangovers**

*What is a hangover and can I prevent it?*

Hangovers are the body's withdrawal symptoms from alcohol use and the body's reaction to the toxicity of alcohol. The severity of symptoms varies according to the individual and the quantity of alcohol consumed.

*Symptoms may include:*

- Fatigue
- Depression
- Headache
- Thirst
- Nausea
- Vomiting

There are many myths about how to prevent or alleviate hangovers, and many different approaches to relieve the effects of "the morning after, but the only safe way to prevent a hangover is to drink in moderation:

- Eat a good dinner and continue to snack throughout the night.
- Alternate one alcoholic drink with one non-alcoholic drink. (Water is a GREAT choice)
- Avoid drinking games or shots. Drinking a large amount of alcohol in a short amount of time is the most likely way to become dangerously intoxicated.

### **Here are some of the things that *WON'T* help a hangover:**

- Drinking a little more alcohol the next day. This simply puts more alcohol in your body and prolongs the effects of the alcohol intoxication.
- Having caffeine while drinking will not counteract the intoxication of alcohol; you simply get a more alert drunk person. Excessive caffeine will continue to lower your blood sugar and dehydrate you even more than alcohol alone.
- Cold Showers will only make you cleaner not sober or help with a hangover.
- Giving water to someone who is throwing up. Once the stomach is irritated enough to cause vomiting, it doesn't matter what you put into it -- it's going to come back up. Any liquid will cause a spasm reaction and more vomiting.
- Tylenol (Acetaminophen) may help with a headache, but the liver is on overdrive getting rid of the alcohol. Acetaminophen will only make it work harder and may become lethal.

### **Here are some things that *MIGHT* help a hangover:**

- Hydrate, Hydrate, HYDRATE!! Drink plenty of water and juice.
- Eat a healthy meal. Processing alcohol causes a drop in blood sugar and can contribute to headaches.
- An over-the-counter antacid (Tums, Pepto Bismol or Maalox) may relieve some of the symptoms of an upset stomach.
- Simple sugars from soft drinks and candy get used up quickly. Eat complex carbohydrates like breads, cereals or pasta.

### **Mixing Drugs/Alcohol**

#### *Alcohol and Energy Drinks/Caffeine:*

When using Red Bull or Monster as a mixer or drinking pre-mixed drinks like Four Loko or Sparks, you are tricking your body into thinking it's not tired. Your body is more intoxicated than you may feel, which can lead to alcohol poisoning. Energy drinks also increase dehydration which leads to hangovers the next day. Those who consumed both alcohol and caffeine were at least two times as likely -- compared to those drinking alcohol without caffeine -- to be hurt, need medical attention, take sexual advantage of another, or accept a ride with someone who was inebriated.

#### *Alcohol and Adderall:*

Adderall causes one to feel like they are not as drunk as they really are. This can lead to making very dangerous decisions since you are unaware of your level of intoxication. Because alcohol is a depressant and Adderall is a stimulant, drinking alcohol while taking Adderall can cause cardiac arrhythmias, and paranoid or psychotic reactions, on top of the risks of vomiting,

dizziness, muscle twitching and headaches that are more likely to increase when mixed with alcohol.

When prescribed Adderall, patients are advised not to drink alcohol. The side-effects could be much more dangerous for students using Adderall without a prescription.

#### *Alcohol and Painkillers:*

Includes: Vicodin, Xanax, Oxycontin, Percocet, Demerol, Norco, etc.

Mixing painkillers with alcohol is dangerous. The mixture of these two substances can lead to intensified sedative effects and respiratory depression. Painkillers can lead to liver problems and disease when used recreationally, the mixture of this drug with alcohol can intensify these side-effects.

#### *Alcohol and Marijuana:*

Mixing these two substances can cause heavy vomiting, spins, very strong paranoia, decreased motor control and decreased mental concentration. Also, because marijuana suppresses the gag reflex, you may not be able to throw up alcohol when your body needs to.

#### *Alcohol and Cocaine:*

These two substances are commonly mixed with the thought that they cancel each other out; this is NOT TRUE. Combining cocaine and alcohol produces a high amount of a third unique substance, called cocaethylene. A high amount of cocaethylene in the body increases the already harmful risk of cardiovascular toxicity to a much higher extent than any other drug. Cardiovascular toxicity causes pressure and stress on the heart.

#### *Alcohol and Heroin:*

Each of these substances alone causes depression of the central nervous system, so the mixture of the two is extremely dangerous and has been proven to be fatal.

#### *Alcohol and Ecstasy:*

It is very well known that one should never mix ecstasy with any other drug substance, especially alcohol. It is known that most ecstasy related deaths have been due to the mixture of alcohol with the drug. When the two are mixed the alcohol reduces the feeling of the ecstasy's high and puts a much greater strain on the kidneys. Also, dehydration caused by drinking alcohol occurs more rapidly when on ecstasy.



### *Alcohol and LSD/Acid:*

Alcohol is mixed with LSD to take down or slow down the effects and relax. However, more commonly combining alcohol can make the comedown of the drug much worse with extreme nausea and vomiting.

### *Alcohol and Amphetamines:*

Amphetamines alone are very risky because of the strain on the heart and the increase in blood pressure. When mixing alcohol with amphetamines side-effects can become much more serious. Consuming alcohol while taking amphetamines can make someone act very aggressive and irresponsible; it is extremely harmful to the kidneys and intensifies hangover effects.

### *Alcohol and Antibiotics:*

It is important to always read the labels on prescription medications and adhere to the warnings about alcohol intake. Drinking alcohol while on antibiotics can cause nausea, dizziness, vomiting, fatigue and in some cases convulsions, immense headache, flushing, rapid heart rate and shortness of breath. Since antibiotics and alcohol are both broken down through the liver the combination of these substances can result in liver damage. This combination also diminishes the effects of the antibiotics you are taking. Try to focus on getting healthy again. You'll probably enjoy drinking more once you're healthy anyway.

### *Alcohol and Antidepressants*

Combining alcohol with antidepressants (Zoloft, Prozac, etc.) can cause an increased response to alcohol -- For example, having one drink might feel like two. Also, the combination might create unexpected emotions and inhibit the antidepressant from doing what it's supposed to do. If it is a new prescription, try it out without drinking alcohol so you are familiar with your body's reaction first and ask your doctor if you have problems.

### *Alcohol and Antihistamines:*

Drinking alcohol while taking antihistamines can cause a less effective outcome of the medication. Your body will choose to metabolize the alcohol before the antihistamines. Labels typically suggest you stay away from alcohol all together when on antihistamines so it is very important to always check any label on the drug.

### *Alcohol and Birth Control Pills:*

Birth control pills take three full hours to get into your blood stream and be effective. If you vomit due to drinking or any other causes before that three hour window, the effectiveness of

birth control pills is diminished. Mixing alcohol and birth control can make some people feel nauseous, which can cause vomiting.

*Information adapted from [National Institute on Alcohol Abuse and Alcoholism](#) and University of Rochester Health Service.*

## **Sobering Up**

**Question:** *What's the best way to sober up?*

1. take a cold shower
2. drink black coffee
3. exercise
4. eat bread
5. make yourself throw up

**Answer:** *None of the above!*

The amount of alcohol in your blood is controlled by the metabolic rate of the liver. **The only effective thing that will sober someone up is time.**

**F.Y.I.-** It takes as many hours to sober up as the number of drinks ingested. Even after a night's sleep, someone can still wake up with a BAC over .08, which is legally drunk in Louisiana.

## **Louisiana DUI laws/Penalties for D.U.I. or D.W.I.**

### **First conviction**

- Offender shall be fined \$300-\$1,000
- imprisoned for 10 days to 6 months
- Probation with a minimum condition of two days in jail and a court-approved substance abuse program and participate in a court-approved driver improvement program
- May be ordered to variety of community service projects

### **Second Conviction**

- Offender shall be fined \$750-\$1,000
- Imprisoned for 30 to 6 months
- 48 mandatory jail time without parole or suspension of sentence
- May be ordered to variety of community service projects
- Probation includes 15 day jail stay and substance abuse training.

### **Third Conviction**

- Offender shall be fined \$2,000
- Imprisoned for 1-5 years
- 30 eight-hour days of community service
- Psychological evaluation
- Must participate in a appointed treatment program

### **Penalties for Drunk Driving Vehicular Homicide**

- Vehicular Homicide: Not less than 5 years (3 years mandatory) or more than 30 years and not less than \$2,000 or more than \$15,000. LA R.S. § 14:32.1(B).

Source: [Louisiana State Legislature](#) 

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*For further information you may contact Campus' Student Services.*

### **TOBACCO-FREE CAMPUS**

This tobacco-free policy **prohibits** all faculty, staff, students, visitors, vendors, contractors, and all others from using tobacco products of any kind (cigarettes, cigars, smokeless tobacco, snuff, chewing tobacco, electronic cigarettes, etc.) on any property owned, leased or controlled by the College.

### **UNPLANNED PREGNANCY**

In accordance with Act 321 of the 2017 Regular Session of the Louisiana Legislature (Act 321) effective Fall 2018, Northwest LTC will address the prevention of unplanned pregnancies among unmarried students as part of the freshman orientation activities. Information will be provided to students that is recognized as medically accurate by the American Congress of Obstetricians and Gynecologists regarding the prevention of unplanned pregnancy, including without limitation, abstinence education. Act 321 prohibits, in all instances, the dissemination of any information regarding abortion methods, techniques, or providers, nor shall any student be directed to information or services provided by Planned Parenthood or any abortion provider. Additional information regarding unplanned pregnancies will also be provided on the NLTCC web site.

### **VETERANS EDUCATION STUDENTS**

#### **Standard of Progress and Attendance Policies**

Northwest Louisiana Technical Community College supports the policies established by the Veterans Administration for Veterans Education students enrolled in NLTCC. Northwest LTC has been designated as a Veteran Friendly Campus. Separate Orientation classes are provided to veterans who choose to enroll them. Veterans are also given priority registration the day before other students.

### **Military Personnel**

An individual on active duty in the Armed Forces currently stationed in Louisiana may be classified as a Temporary Resident upon submission of documentation signed by the unit commander verifying his or her being on active duty and stationed in Louisiana. This classification of Temporary Resident is valid as long as the student remains enrolled and on active duty in Louisiana.

A member of the Armed Forces (including Louisiana National Guard and Reserves) currently stationed in Louisiana on active duty may enroll as a Temporary Resident, including his or her spouse, minor child, or dependent student. A member of the Armed Forces who was eligible for classification as a resident of Louisiana under these regulations immediately prior to entering the Armed Forces retains the right to enroll himself or herself, spouse, and minor child or dependent student as a resident as long as he or she is in the Forces, but the right shall expire upon the person's being separated from the Armed Forces and residing continuously for a period of at least two years in another state or foreign country.

When a member of the military, who has a spouse, minor child, or dependent student enrolled as a Temporary Resident, is transferred out of the state, the student may continue to attend under this classification as long as the enrollment is continuous, excluding summers. Students classified as Temporary Resident must show proof of his/her or his/her parent's or spouse's military status at each registration period while enrolled and classified as a Temporary Resident. Louisiana residents and their dependents, who are on active military duty stationed outside of Louisiana as a direct result of their military service, shall be determined to have Temporary Resident student status in Louisiana. Further, former active military personnel and their dependents shall maintain Temporary Resident student status for a period of one calendar year after official separation from military service. After the one year period expires, determination of resident student status for former active military personnel and their dependents shall be governed by the guidelines outlined in the policy above relating to non-military personnel.

### **Veterans**

In accordance with the Veteran's Access, Choice, and Accountability Act of 2014, 38 U.S.C. 3679(c), the following individuals shall be charged the in-state rate, or otherwise considered a resident, for tuition and fee purposes:

- (1) A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill – Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of title 38, United States Code, who lives in the State of Louisiana while attending a school located in the State of Louisiana (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge or release from a period of active duty service of 90 days or more.
- (2) Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in the State of Louisiana while attending a school located in the State of Louisiana (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge or release from a period of active duty service of 90 days or more.
- (3) Anyone using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b) (9)) who lives in the State of Louisiana while attending a school located in the State of Louisiana (regardless of his/her formal State of residence) and enrolls in the school within three years of the Service member's death in the line of duty following a period of active duty service of 90 days or more.

(4) Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three year period following discharge, release, or death described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.

**Title 38 United States Code Section 3679(e) School Compliance Form Part 1**

As part of the Veterans Benefits and Transition Act of 2018, section 3679 of title 38, United States Code was amended, and educational institution will be required to sign this compliance form to confirm your compliance with the requirements as outlined.

**Effective August 1,2019, the State approving agency, or the Secretary when acting in the role of the State approving agency, shall disapprove a course of education provided by an educational institution that has in effect a policy that is inconsistent with the areas below;**

**NOTE: A Covered Individual** is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits.

- Your policy must permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website - eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

- Your policy must ensure that your educational institution will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Your signature on this document attests that your facility currently complies with the requirements of 38 USC 3679(e), or will comply by the effective date of August 1, 2019.

Please ensure that policies in the next publication of your catalog, bulletin, or addendum align with all of the above requirements.

School Name: \_\_\_\_\_

Print Name and Title of Official: \_\_\_\_\_

Signature and Date: \_\_\_\_\_

## **Title 38 United States Code Section 3679(e) School Compliance Form Part 2**

In addition, statute allows your policy to require the covered individual to take the following additional actions:

1. Submit a certificate of eligibility for entitlement to educational assistance no later than the first day of a course of education.
2. Submit a written request to use such entitlement.
3. Provide additional information necessary to the proper certification of enrollment by the educational institution.
4. Your policy may also require additional payment or impose a fee for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

If your educational institution will be requiring any of these additional actions by students, please submit your policy update to the SAA by Friday, July 26, 2019. You should also ensure that these policies are part of the next publication of your catalog, bulletin, or addendum.

Waivers of this requirement may be granted by VA. If you have a waiver, please send that documentation to the SAA so we may correctly document your compliance. VA will send communication about obtaining waivers at a later date.

### **VISITORS**

Visitors on NLTCC campuses must report to the administrative office. Those desiring information about the campus or its programs will be assisted by the college staff. After visitors have secured the information desired or otherwise completed their business, they are expected to leave. Loitering is not permitted on campus. Students are not permitted to bring visitors to class as this diverts from the learning process. If a student has friends who are interested in learning about NLTCC, they should come in to speak with the Student Services staff.

### **Addendum:**

**Northwest Louisiana Technical Community College Personnel may be viewed by clicking the following link:** [nltcc.edu/about/faculty-staff](http://nltcc.edu/about/faculty-staff)