



NORTHWEST LOUISIANA TECHNICAL COLLEGE

www.nwltc.edu

CATALOG/ HANDBOOK

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

P.O. Box 1236
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Mansfield, LA 71052
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Shreveport Campus

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Shreveport, LA 71107
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Caddo Correctional Center

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Shreveport, LA 71107
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Camp Minden Campus

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Minden, LA 71055
Phone: (318) 371-3644
Fax: (318) 371-3644

David Wade Correctional Center

670 Bell Hill Road
Homer, LA 71040
Phone: (318) 927-0400
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ACCREDITATION:

NWLTC 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

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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INTRODUCTION

“Our technical college campuses offer a vast number of classes and programs that teach high demand skills needed to get a job, to cross-train for different positions, or retrain for a new career. Often times, technical college students participate in real workplace situations, giving them real life experiences. For instance, if a student is interested in becoming an auto mechanic, they will work on engines and auto bodies under the direction of a certified instructor. If they are in a health occupations program, part of the instruction will be spent in a clinic. Through technical education, students are prepared for more than a good paying job. Technical colleges are the beginning of a career pathway for students. Currently, technical college campuses provide workforce training for the State of Louisiana, and have always been a place of access and opportunity for all Louisiana citizens.” (www.nwltc.edu).

MISSION OF THE LOUISIANA COMMUNITY AND TECHNICAL COLLEGE SYSTEM

The mission of the LCTCS is to improve the quality of life of the State's citizens through educational programs offered through our colleges. We strive to increase the opportunities for Louisiana's workforce to succeed through skills training programs. And, we work to provide our citizens the opportunity to learn continuously. **We are committed to teaching what is needed, when it is needed, and where it is needed within available resources.**

MISSION OF NWLTC

Northwest Louisiana Technical College is an institution of higher education established to provide the citizens of northwest Louisiana with opportunities for educational, economic, professional, and personal development. Through a focus on high quality, relevant, career and technical education, the college supports economic growth and community development by educating and training students for entry and advancement in high-wage, high-demand industries.

HISTORY OF THE TECHNICAL COLLEGE

Louisiana's post-secondary technical education system is constitutionally governed by Louisiana Community and Technical College System (LCTCS). Since the 1930's, vocational education has been afforded to the citizens of Louisiana through a system of post-secondary technical education and provides technical training to high school students. Acts 208 and 209 of 1973 expanded the existing post-secondary technical education system from 33 to 53 technical institutes and provided for a coordinated and comprehensive statewide system of career education. The Louisiana vocational technical education system originally began as "trade schools" in the 1930's and evolved to vocational schools, vocational technical schools, vocational technical institutes, and at present, technical colleges, as a result of a re-designed curriculum which blends technical education and applied academics, ultimately leading to a certificate, diploma, or associate degree. The Board of Supervisors of Community and Technical Colleges, created in 1999, serves as the management board for Louisiana's public 2-year institutions. The LCTCS is comprised of 13

colleges located throughout Louisiana. The name change to “Technical College” is reflective of the blending of technical and applied academic education.

SERVICE AREA OF THE MAIN CAMPUS

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

GOVERNING BOARD

This campus is governed by the LCTCS, the administrative authority over NWLTC, 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 Friday from 7:30 A.M. until 4:00 P.M. On Thursdays the Student Services Offices are open till 6:30 P.M. Summer hours are 7:30 – 6:00 PM Monday through Thursday. Campuses are closed on Fridays. 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](http://www.louisianacommunityandtechnicalcollegesystem.edu)

LCTCS Board of Supervisors

Board Members

Willie Landry Mount 205 Shell Beach Drive Lake Charles, LA 70601	Helen Bridges Carter, Second Vice Chair P.O. Box 280 Greensburg, LA 70441
	Erika McConduit – Diggs New Orleans, LA
Tari T. Bradford Shreveport, LA	Mark D. Spears, Jr. 200 Derbigny Street, 6 th Floor Gretna, LA 70053
Timothy W. Hardy, <i>Chair</i> 8440 Jefferson Hwy, Suite 301 Baton Rouge, LA 70809-7652	Chip Jackson Lafayette, LA
Michael J. Murphy 810 North Columbia Rd Bogalusa, LA 70427	Vincent St. Blanc, III 92 Main Street Franklin, LA 70538
Stephen Smith 125 Old Schriever Highway Houma, LA 70395	Paul Price, Jr. 805 Jackson Street Winnsboro, LA 71295
Stephen M Toups, First Vice Chair 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	
Student Board Members	
Jeremy Gray 265 S. Foster Drive Baton Rouge, LA 70806	Raissa Oliveira Yantis 265 S. Foster Drive Baton Rouge, LA 70806

ADVISORY COUNCIL

NWLTC 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 our facility.

REGIONAL ADVISORY COUNCIL MEMBERS	The Advisory Council is in the process of being updated.
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ORGANIZATION

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

ACCREDITATION

Northwest Louisiana Technical College is accredited by the Accrediting Commission of the Council on Occupational Education (COE). The main campus and each branch campus within NWLTC is currently accredited by COE, respectively, and will be included in the regional accreditation process. This accreditation means that, nationwide, this school will be recognized as meeting standards of training acceptable for accreditation. The address and telephone number for COE is listed below:



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

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

- American Culinary Federation
- Bureau of Emergency Medical Services, DHH
- Certified Nurse Assistant Registry
- Equipment and Engine Training Council
- Louisiana Barber Board
- Louisiana State Board of Cosmetology
- Louisiana State Board of Practical Nurse Examiners
- National Automotive Training Educational Foundation
- Veterans Administration
- Vocational Rehabilitation
- Workforce Investment Board

ADMISSIONS & STUDENT SERVICES

GENERAL ADMISSIONS POLICY STATEMENT: *LCTCS Policy #1.004*

Northwest Louisiana Technical College has an open-admissions policy as established by the Louisiana Legislature and approved by the Board of Regents. Non-high school graduates who have reached the state's compulsory school age (at least 16 years of age as per Louisiana Revised Statute 17.221) are eligible for admissions into programs that do not require a high school diploma or general equivalency diploma (HiSET/GED). Certain programs within the institutions may require

additional admission standards in order to achieve program or industry accreditation standards. Northwest Louisiana Technical College adheres to the equal opportunity provisions of federal civil rights laws and regulations that are applicable to this agency. Therefore, no one will be discriminated against on the basis of race, color, national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Education Amendments of 1972); disability (Section 504 of the Rehabilitation Act of 1973); age (Age Discrimination Act of 1975); marital status or veteran's status in attaining educational goals and objectives and in the administration of policies and procedures.

ADMISSION POLICIES: *LTC SA1930.253; LTC SA1930.254; LTC SA1930.255*

Scope:

The purpose of this policy is to define the college admission requirements, program admission requirements, and other admission procedures for Northwest Louisiana Technical College (NWLTC). The policy also describes admission limitation for various NWLTC programs. The Admission Policy is divided into five (5) sections as follows:

- Section 1: Admission of First-Time Freshman
- Section 2: Admission of Transfer and Re-Entry Students
- Section 3: Admission of a Non-Degree Seeking Student
- Section 4: Admission Limitations and Requirements to Specific Programs
- Section 5: Admission of Dual Enrolled High School Student

1: Admission of First-Time Freshmen

A first-time freshman is a student who has not previously attended NWLTC 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.

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 NWLTC programs may have specific age requirements due to the nature of training involved or due to licensing board requirements.

- a. For placement purposes, NWLTC accepts scores on any of the tests that are approved as an NWLTC Placement Exam (ACT, ASSET, COMPASS, ACCUPLACER).

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 NWLTC 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.
 - a. For placement purposes, NWLTC accepts scores on any of the tests that are approved as an NWLTC placement exam (ACT, ASSET, COMPASS, ACCUPLACER). 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, NWLTC accepts scores on any of the tests that are approved as an NWLTC placement exam (ACT, ASSET, COMPASS, ACCUPLACER).

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 NWLTC 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 NWLTC 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 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 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 NWLTC 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 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 NWLTC 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 NWLTC.
- 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 NWLTC 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 NWLTC 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 NWLTC. 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 NWLTC 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 NWLTC 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 NWLTC 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 NWLTC 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, NWLTC accepts scores on any of the tests that are approved as an LTC placement exam (ACT, ASSET, COMPASS, ACCUPLACER). 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 Statute 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 NWLTC 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 NWLTC 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 NWLTC 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 prior to enrollment at NWLTC.

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 NWLTC. 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.

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, 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. The testing instruments that are accepted within NWLTC are ACCUPLACER, COMPASS, ASSET, and ACT. Only ACCUPLACER and ASSET are administered by NWLTC 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.

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 NWLTC 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

NWLTC 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 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)

- **FSA ID Information:** Prior to completing the FAFSA, you and your parent(s), if you are a *dependent student*, should apply for an FSA ID at the [FAFSA webpage](#). Your FSA ID allows you to produce an electronic signature on the FAFSA.

The FSA ID — a username and password must be used to log in to certain U.S. Department of Education websites. Your FSA ID confirms your identity when you access your financial aid information and electronically sign Federal Student Aid documents. If you do not already have an FSA ID, you can create one when logging in to [fafsa.gov](#), the [National Student Loan Data System](#) (NSLDS®), [StudentLoans.gov](#), [StudentAid.gov](#), and [Agreement to Serve \(ATS\)](#).

- [More information about FSA ID](#)
 - [Step-by-step guide to create an FSA ID](#)
- Complete the [Free Application for Federal Student Aid \(FAFSA\)](#). Be certain to list NORTHWEST LOUISIANA TECHNICAL COLLEGE as a school you wish to attend so that we will receive your FAFSA results.
 - [FAFSA Information for hearing impaired students](#)
 - [Information for visually impaired students](#)

NWLTC's federal school codes are:

Northwest Louisiana Technical College – Mansfield:	033763
Northwest Louisiana Technical College - Minden:	015072
Northwest Louisiana Technical College – Shreveport:	016998

2. Review your Student Aid Report (SAR)

After your FAFSA is processed you will receive a SAR from the federal processor. If you complete your FAFSA or Renewal FAFSA online, you will receive a SAR acknowledgement. When you apply online, provide your e-mail address and meet certain criteria, you will receive an e-mail from Central Processing Service (CPS) that provides a link to a web page where you can view and print your SAR.

If your SAR is rejected or requires correction, you should read the instructions carefully and take appropriate action. If corrections are necessary, you must send the corrected SAR back to the federal processor. When sending your corrections, whether on paper or electronically, include all necessary signatures and/or your FSA ID.

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.
- **Award Notification email:** After all financial aid data has been collected and you are admitted to NWLTC, 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 an Award Notification via your preferred email address.
- **Review Awards via LoLA:** You may review your awards by selecting "Financial Aid" and then select "Accept Awards".

AVAILABLE FINANCIAL AID PROGRAMS

Pell Grant (Title IV aid) is a federal aid program designed to provide financial assistance to students attending postsecondary institutions. Pell Grants are intended to be the "floor" of a financial aid package and may be combined with other forms of aid in order to meet the full costs of one's education. The amount of the student's Pell Grant is determined on the basis of their financial resources. It is a grant--not a loan.

Minimum Student Eligibility Requirements (not an inclusive list):

- Enrolled or accepted for enrollment in a program that is approved for Pell Grant;
- Must be a degree-seeking student; Already earned a bachelor's degree? -- not eligible for Pell Grant.
- Must be a high school graduate 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 or its recognized equivalent (ex: GED/HiSET);
- Must be a US citizen; US national, or Eligible noncitizen;
- Have a valid Social Security number;
- If required, must be registered for the federal draft (Selective Service);
- Must not be in default on a Title IV loan nor owe a Title IV overpayment;
- Must sign a statement, which is located on the Free Application for Federal Student Aid (FAFSA), that states federal student aid funds will be used only for educational purposes;
- Maintain satisfactory academic progress (SAP) in an eligible course of study in accordance with the College's guidelines.

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.

Ability-to-Benefit (ATB)

Students that do not have a high school diploma or equivalent and did not complete secondary school in a home-school setting, can still qualify for Title IV funds by passing an approved ATB test or by being in an approved career path and maintaining satisfactory academic progress. If you were enrolled in college or career school prior to July 1, 2012, or if you are currently enrolled in an eligible career pathway program*, you may show you're qualified to obtain a higher education by:

- *passing an approved ability-to-benefit test* (if you don't have a diploma or GED, NWLTC can administer a test to determine whether you can benefit from the education offered) or*
- *completing six credit hours or equivalent course work toward a degree or certificate (you may not receive aid while earning the six credit hours).*

*For information about these criteria, reach out to the campus' financial aid officer. Your financial aid officer can tell you whether your school offers an eligible career pathway program and can advise you about any ability-to-benefit tests the college uses.

Workforce Innovation and Opportunity Act (WIOA) offers a comprehensive range of workforce development activities through statewide and local organizations. Available workforce development activities provided in local communities can benefit job seekers, laid off workers, youth, incumbent workers, new entrants to the workforce, veterans, persons with disabilities, and employers. The purpose of these activities is to promote an increase in the employment, job retention, earnings, and occupational skills improvement by participants. This, in turn, improves the quality of the workforce, reduces welfare dependency, and improves the productivity and competitiveness of the nation. It is also a federal assistance program that assists students with costs of training. Costs of tuition, registration fees, books, tools, and uniforms may be covered through WIOA. Eligible participants may also be reimbursed for transportation costs. Eligibility is determined by the local WIOA personnel and is based on financial resources. The Financial Aid Officer works with the WIOA offices in certifying students for WIOA benefits. A student must complete an application with local WIOA offices. More details can be obtained through the Office of Financial Aid.

Louisiana Go Grant Program: The purpose of this program is to provide a need-based component to the state's financial aid plan to support nontraditional and low to moderate income students who need additional aid to afford the cost of attending college.

Louisiana Rehabilitation Services are provided to individuals with disabilities to improve the quality of their lives and help them achieve their goal for an employment outcome. If interested in

receiving additional information about Louisiana Rehabilitation Services, please telephone (800) 737-2966.

Louisiana Tuition Opportunity for Students (TOPS) Tech Award: TOPS Tech Award provides scholarships for eligible students who enroll in Louisiana Technical Colleges. Eligibility depends upon the student's high school record and performance on the American College Test (ACT). In addition, the student must have completed a core curriculum of required high school courses and be a resident of Louisiana. For more information, contact your high school counselor.

Louisiana National Guard

The Louisiana Army National Guard 100% Tuition Exemption Program waives the cost of tuition only for Louisiana Army and Air National Guard soldiers attending a Louisiana State college, university or community college program that is funded by the Louisiana Board of Higher Education. Any actively participating soldier of the Louisiana Army National Guard is entitled to a 100% reduction in tuition (tuition only) in any state-funded college program. The provisions of the law apply equally to full-time and part-time students enrolled in state-funded college programs. Montgomery GI Bill programs can be utilized in conjunction with this State program. The soldier must maintain the academic standards of the learning institution during the entire benefit period.

Veterans' Administration (VA): NWLTC programs are approved for Veterans Administration benefits. Interested applicants or students should contact their parish VA service officer. VA Benefits for NWLTC programs are paid to the student on a credit hour basis. The campus' Financial Aid Officer can assist students who qualify for VA educational benefits with the certification process.

Opportunity for Youth Challenge Skills Training Program provides tuition payments for skill and occupational training at post-secondary institutions for students who graduate from the Louisiana National Guard's Youth Challenge Program and earn a Louisiana High School Equivalency Diploma (GED)/HiSET.

Strategies to Empower People (STEP): Individuals receiving assistance from the Office of Family Support may be eligible for benefits through STEP. Benefits may include assistance with transportation and/or child care. Persons may apply through their Eligibility Determinations Examiner at the area Parish Office of Family Support.

Social Security: Dependent children of those disabled or deceased workers covered by Social Security may be eligible to receive benefits while attending college as full-time students. Students should contact the local Social Security Office for determination of eligibility.

Scholarships: Please contact the Campus' Financial Aid Officer or Student Services for more information on scholarships.

COST OF ATTENDANCE/STUDENT BUDGETS

The Estimated Cost of Attendance (COA) is intended to provide you with an idea of what it will cost you to attend NWLTC as a full-time student, living off-campus, for the regular academic year.

The COA includes tuition and fees (direct cost paid to the school), average room and board costs (indirect cost), average cost of books (direct cost), average cost of transportation (indirect cost) and average miscellaneous personal expenses (indirect cost). Your own expenses (indirect costs) will vary depending on a variety of factors, including housing (where you choose to live and the costs incurred) and lifestyle choices (type of car you drive, how much does the car cost each month, do you pay for a cell phone, do you have cable TV, do you pay for insurance, do you provide for others, etc...)

Your total aid package cannot exceed the Cost of Attendance budget. Click [here](#) to view the chart. Click [here](#) to view the 2017-2018 Tuition Schedule chart. *Please note that the figures listed on this website are estimates for the 2017-2018 aid year and subject to change.*

VERIFICATION POLICY AND PROCEDURES

Verification is a federally mandated review process. In addition to federal regulations, NWLTC abides by [LCTCS policy on Financial Aid Verification – Policy # 2.016](#).

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 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.

You must submit all completed documentation requested by the NWLTC Campus Financial Aid officer. Incomplete forms will be returned to student. NWLTC must have your correct, complete information by your last day of enrollment in the current award year.

Verification for Pell-eligible students must be completed no later than 90 days after student's last date of attendance at NWLTC or August 31, of the applicable award year, whichever is earlier.

Your aid will not be processed if verification is not completed.

AWARDING AND PACKAGING INFORMATION

NWLTC has developed an institutional packaging philosophy to ensure consistent, equitable, and fair distribution of financial aid funds. 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.

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 Grants will be adjusted (re-calculated) to reflect the correct Pell grant amount based on the actual number of hours enrolled.

Pell Recalculation:

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 – 14th day of class. This is a period of time when NWLTC 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 (14th day), enrollment ceases. Anytime between 3-5 business days after the census date, the Chief Financial Aid Officer will "freeze" the enrolled hours. 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.
- **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.
- **Received valid ISIR:** When NWLTC 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.

Packaging: All students are packaged using Banner by the Chief Financial Aid Officer and FAOs. Packaging is determined by student eligibility, enrollment status and cost of attendance.

The Chief Financial Aid Officer is responsible for overseeing the packaging process. Once a student's financial aid requirements are submitted, the system is coded with demographic and other information in order to package the student's aid. The financial aid information submitted is also verified to make certain the student meets the eligibility requirements for federal financial aid. Financial aid is packaged electronically via Banner. If the student is eligible for a Pell Grant, this amount is awarded first and FWS are awarded manually on a case-by-case basis.

After file review and verification have been completed, the Chief Financial Aid Officer ensures that funds are awarded equitably and consistently within any federal, state, and institutional guidelines. The software package, Banner, is used to package funds for all students. The Chief Financial Aid Officer along with Campus FAO checks to make sure the student's total financial aid package does not exceed their cost of attendance.

Once the aid is budgeted and packaged, students are sent an Award Notification email that instructs the student that the awards have been posted and that the awards may be viewed and accepted via LoLA. A paper award letter as well as a paper "missing information letter" is mailed via the U.S. Postal Service for students who refuse electronic communications.

SATISFACTORY ACADEMIC PROGRESS POLICY

LCTCS Policy #1.026

Satisfactory progress, as defined by NWLTC, 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 NWLTC, and not earn more than 150% of the hours required for the selected program.*

HOW AND WHEN AID IS DISBURSED

Refunds for the semester for the Federal Pell grant will begin after the census class day. Refunds for the semester for other funds such as TOPS, GO Grant, Veteran's Benefits will begin once the funding has been received. **NOTE:** "Disbursement" does not mean "Refund." "Disbursement" means the financial aid awards have been applied to your NWLTC student account. "Refund" means the credit balance owed to you will be sent to BankMobile (NWLTC's debit card

company). Refunds are available to students whose financial aid has been processed by the NWLTC Financial Aid Office and who have awards posted and accepted on [LOLA](#).

Refund Timelines

We will begin applying financial aid to student accounts after the 14th/7th class day. All admissions checklist items MUST be submitted in order for funds to be applied to your student account. Refunds for Federal Pell grant will begin 21 business days after the 14th/7th class day. Refunds for other funds such as TOPS, GO GRANT, and Veteran's Benefits will begin once the funding has been received, if applicable. Once the funds have been applied to your student account, and it is determined that you are due a refund, NWLTC 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 when activating the NWLTC debit card.

BankMobile

NWLTC has partnered with BankMobile, a division of Customers Bank, to deliver financial aid and other school refunds to NWLTC 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 a bright green envelope from BankMobile. In this envelope, you will find a personal code. You will need this code to select your refunding preference. Locate your Student ID number which is your LOLA number, usually, starts with an "L". Log in to [Refund Selection](#), click on the "Let's Get Started" button and follow the prompts to set up your refunding preference. You may have the funds directly deposited into your personal checking or savings account. Or, you may also elect to set up an account through BankMobile and have the refunds deposited into that account that you may access via a BankMobile debit card.

[VibeAccount – Check Your Information](#) In the event that you do not receive the green envelope within 14 business days after registering for your classes through regular mail or it is lost, please contact the campus' Financial Aid Office to request assistance. **CAUTION:** Financial aid will only pay what is charged to a student account at the time financial aid is disbursed. If charges are incurred by the student after all financial aid has applied, the student will be responsible for the balance owed.

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 NWLTC, 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 NWLTC: FEDERAL STUDENT LOANS

Title IV Loans: NWLTC 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: [Northwest Louisiana Technical College Compliance Information](http://www.nwltc.edu/compliance).

The 2016 Annual Campus Security and Fire Safety Report as required by Title 20 U.S.C. 1092(f), also known as the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" is available at:

<https://nces.ed.gov/collegenavigator/?q=Northwest+Louisiana+Technical+College&s=LA&id=160010#crime>

GAINFUL EMPLOYMENT DISCLOSURES

Effective July 1, 2011, federal regulations published in the Federal Register on October 29, 2010, [75 FR 66665 and FR 66832] by the U.S. Department of Education require postsecondary institutions that participate in the student financial assistance programs authorized under Title IV

of the Higher Education Act of 1965 (HEA), as amended, to disclose to prospective students certain information about the institution's GE Programs. Specifically, this information includes:

- The typical costs associated with completing the program;
- Potential financing options available to students and the median debt incurred by program graduates;
- The normal time to complete the program and the percentage of graduates who completed the program within the normal time; and
- The job placement rate for program completers.

Gainful Employment Information for each Title IV program is available online at <http://www.nwltc.edu/compliance-and-terms-of-use/#gainful-employment>.

TEXTBOOK INFORMATION

NWLTC Online Bookstore: Information regarding textbooks (ISBN, price, etc.) for specific courses can be found by navigating to the [NWLTC 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 [NWLTC 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 \$100.00 or more for the semester;
- 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 \$100.00. 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 NWLTC 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 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 NWLTC's website (www.nwltc.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

**Northwest Louisiana Technical College - All Campuses
Tuition Schedule**

Fall 2018/Spring 2019 Semester

Credit Hours	1	2	3	4	5	6	7	8	9	10	11	12-15	16	17	18	19	20	21
Tuition	86.70	173.40	260.10	346.80	433.50	520.20	606.90	693.60	780.30	867.00	953.70	1,040.40	1,040.40	1,040.40	1,040.40	1,040.40	1,040.40	1,040.40
Tuition Grad Act	5.05	10.10	15.15	20.20	25.25	30.30	35.35	40.40	45.45	50.50	55.55	60.60	60.60	60.60	60.60	60.60	60.60	60.60
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	103.75	207.50	311.25	415.00	518.75	622.50
LOUISIANA RESIDENTS	137.75	260.50	383.25	506.00	628.75	751.50	874.25	997.00	1,119.75	1,242.50	1,365.25	1,488.00	1,591.75	1,695.50	1,799.25	1,903.00	2,006.75	2,110.50
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
TOTAL OUT OF STATE	330.50	646.00	961.50	1,277.00	1,592.50	1,908.00	2,223.50	2,539.00	2,854.50	3,170.00	3,485.50	3,801.00	3,904.75	4,008.50	4,112.25	4,216.00	4,319.75	4,423.50
<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																	
Welding Supply Fee	\$43																	
Practical Nursing Supply Fee	\$51																	
PCT Supply Fee	\$26																	
* \$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 NWLTC 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:

Prior to the 1st day of class: 100% of tuition and fees

1st-4th day after the class begins: 100% tuition only

5th - 7th day after the class begins: 50% tuition only

On or beyond the 8th day after the class begins,, 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 *NWLTC 1.103*

The NWLTC 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, 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 NWLTC.

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

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 NWLTC 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 NWLTC 1.154

Northwest Louisiana Technical College (NWLTC) 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 College for all programs, except those regulated by a licensing board is:

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

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

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

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 College).
- ***Academic probation*** (when the Northwest Louisiana Technical 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 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 NWLTC 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 NWLTC on probation. At the end of his/her first semester at NWLTC, 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 NWLTC will be based on his/her NWLTC cumulative/semester average only.

ADMISSION OF STUDENTS ACADEMICALLY SUSPENDED/DISMISSED FROM REGIONALLY ACCREDITED INSTITUTIONS

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

A student who has been academically suspended/dismissed from an institution may petition the Admission Standards Committee for permission to enroll at NWLTC 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/dismissal should confer with transfer institutions prior to enrolling at the NWLTC 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 NWLTC 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 NWLTC 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 College have defined course requirements. Course requirements for each credential option are listed in the official Northwest Louisiana Technical 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 NWLTC 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

NWLTC Campus to another NWLTC Campus

All campuses within the NWLTC utilize a common curriculum for academic credit. All satisfactorily completed course work (Grade of "C" or higher) taken at a NWLTC campus will be accepted as transfer credit at another campus of the NWLTC 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 College neither guarantees nor implies that course work taken at the college will transfer to any institution other than NWLTC. While there are articulation and transfer agreements in place between NWLTC 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 NWLTC 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

NWLTC 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.

NWLTC 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 NWLTC. NWLTC 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.

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

Northwest Louisiana Technical 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.

HAZING LTC 2.003

Definition of hazing:

1. Any action taken or situation created, whether on or off college property, which has a potential for causing physical injuries or mental anguish to the individual;
2. Hazing may include but is not limited to the following activities when these activities are life-threatening or are intended to hurt or physically or mentally humiliate the individual:
 - a. Physical abuse such as kidnapping, paddling, slapping, branding, burning;
 - b. Physical exercise, such as scavenger hunts, road trips, or any activity resulting in excessive fatigue, physical or psychological shock;
 - c. Wearing apparel which is uncomfortable to the individual or, if worn publicly, is conspicuous or not normally in good taste;
 - d. Engaging in public stunts, hair cutting, morally degrading or humiliating games or activities, giving of food or drink (alcoholic or non-alcoholic) which is distasteful or designed to provoke nausea or inebriation;
 - e. Any form of verbal harassment, any action or situation which subjugates an individual to a condition where he/she might tend to lose self-respect or suffer injury to personal or religious values;
 - f. Any activities which interfere with the student's scholastic responsibilities; and
 - g. The use of obscenities and vulgarities in dress, language, or action.

Duty to Report

Northwest Louisiana Technical College shall allow no student organization or individual to employ a program of student initiation/pledge education or social events which includes hazing and that all current or potential student organization members and any faculty or staff member has a duty to report immediately, in writing, any violation of this policy to the Chief Student Affairs & Student Services Director for student violations and the Chief Human Resource Director for employee violations. Any violation of this policy shall be investigated and appropriate disciplinary action taken.

Expectations for Violations

Any violation of this policy, including knowledge of and failure to report, may result in expulsion in the case of students and termination in the case of employees, and 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.

Education, Awareness, and Prevention

Policy training and campus awareness events that focus on education and prevention are

provided for all college faculty, staff, and students of Northwest Louisiana Technical College. Education, awareness, and prevention activities, such as activities associated with National Hazing Prevention Week each September, and inclusion in new faculty/staff orientation, are provided by the college.

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 NWLTC Campus' grounds excluding the prison campuses. These forms of media may be used for public relations and NWLTC 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 NWLTC 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 College upholds the following policy:

Northwest Louisiana Technical 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
Email Address: alenaharris@nwltc.edu
Days/Hours Available: Monday-Friday – 8:00a.m.-3:30p.m.

Title IX Coordinator

Name/Title: Cindy Maggio, Director of Enrollment
Office Address: 2010 North Market, Shreveport, LA 71137
Phone Number: 318-676-7811
Email Address: cindymaggio@nwltc.edu
Days/Hours Available: Monday-Friday – 7:30.m.-3:30p.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 NWLTC 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 NWLTC campuses which sell snacks and soft drinks. The NWLTC 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.

NWLTC 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 NWLTC 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, NWLTC will permit access only to that part of the record which pertains to the inquiring student. NWLTC 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. NWLTC 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.

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.

NWLTC 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.

NWLTC VIOLENCE FREE CAMPUS POLICY 6.021

Northwest Louisiana Technical 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 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. NWLTC 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 www.nths.org.

SAFETY

In NWLTC 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 NWLTC 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 NWLTC Campus has rules pertaining to that area which are frequently discussed in classes and in safety meetings. The general safety rules at NWLTC for employees and students are as follows:

- All NWLTC 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 NWLTC 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, NWLTC 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 NWLTC 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 NWLTC. The student will accept the end result of his/her personal conduct. The mission of the NWLTC 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 NWLTC 2.020

General:

Northwest Louisiana Technical 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:

NWLTC 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 NWLTC Sexual Harassment Policy HR 6.014, NWLTC 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 NWLTC 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](#), 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30346, (770) 396-3898.

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

The Drug Free Schools and Communities Act of 1989 and the Drug Free Work Place Act of 1988 require that schools, their students, and employees certify that they have adopted and implemented practices that prevent the unlawful possession, use, or distribution of illicit drugs and alcohol. Therefore, it is the policy of Northwest Louisiana Technical College in accordance with 34 CFR 86.100 to distribute in writing this policy to each student and employee.

1. Standards of conduct at this college prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by any student and employee on the campus or at a college activity.
2. Legal sanctions will be taken under Local, State, or Federal law to prevent and uncover those who would unlawfully possess or distribute illicit drugs and alcohol.
3. Brochures and information will be provided and made available to employees and students as a reminder of this policy and the health risks associated with drugs and alcohol.
4. Drugs and alcohol counseling, treatment, and rehabilitation services including re-entry programs are available and provided by various local organizations. The Director of Student Services or Campus Dean will refer students and employees who need help to these sources.
5. The college will impose disciplinary sanctions consistent with Local, State, and Federal law. The Campus Dean will determine the sanction after consultation with the U.S. Department of Education, law enforcement officials, rehabilitation staff, and others depending on each individual situation. Each instance will be treated on an individual basis depending on the particular circumstances.
6. Continuation as a student or as an employee at this college will depend on factors, which include but are not limited to: the severity of the offense, completion of the appropriate rehabilitation program, and frequency of the violation, arrest records and convictions.

THIS COLLEGE ENFORCES THE DRUG-FREE SCHOOL ACT (PUBLIC LAW 101-226).

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 NWLTC web site.

VETERANS EDUCATION STUDENTS

Standard of Progress and Attendance Policies

Northwest Louisiana Technical College supports the policies established by the Veterans Administration for Veterans Education students enrolled in NWLTC. 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.

VISITORS

Visitors on NWLTC 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 NWLTC, they should come in to speak with the Student Services staff.

PROGRAMS OF STUDY

PROGRAM OFFERINGS AND LENGTH

Northwest Louisiana Technical 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:

- AAS - Associated of Applied Science
- TD - Technical Diploma

- CTS - Certificate of Technical Studies
- TCA – Technical Competency Area
- CTC (career and technical certificates)

ASSOCIATE OF APPLIED SCIENCE (AAS)

Business Office Administration
 Culinary Arts and Occupations
 Industrial Instrumentation Technology

TECHNICAL DIPLOMA (TD)

Air Conditioning & Refrigeration Technician
 Automotive Technology
 Barber Styling
 Business Office Technology
 Carpentry
 Culinary Arts and Occupations
 Diesel Powered Equipment Technology
 Electrician – Commercial Wiring II
 Electrician – Industrial Electrician
 Industrial Instrumentation Technology
 Industrial Maintenance Technology
 Industrial Manufacturing Technology
 Information Technology
 Practical Nursing
 Welding

CERTIFICATE OF TECHNICAL STUDIES (CTS)

Building Technology Specialist, Electrical A/C Specialist
 Heavy Construction Vehicle Operator
 Patient Care Technician

TECHNICAL COMPETENCY AREA (TCA)

Building Technology Specialist, Construction Specialist
 Nurse Assistant
 Phlebotomy

NWLTC PROGRAM LOCATION SITES

A current listing of programs offered at each location within NWLTC can be found at the following website:

[Northwest Louisiana Technical College.](#)

NWLTC Program Location Sites						
Occupational Programs	Minden	Mansfield	Shreveport	Camp Minden ISC	Caddo Corr. ISC	Wade Corr. ISC
Air Conditioning and Refrigeration Technician			X		X	X
Automotive Technology			X			
Barber Styling			X			
Building Technology Specialist (CTS/TCA)					X	
Business Office Administration AAS	X					
Business Office Technology	X	X				
Carpentry					X	X
Culinary Arts and Occupation AAS & TD			X			
Diesel Powered Equipment			X			
Electrician - Commercial Wiring II		X	X			
Electrician - Industrial Electrician	X	X				
Heavy Construction Vehicle Operator				X		
Industrial Instrumentation Technology AAS & TD	X	TD				
Industrial Maintenance Technology	X		X			
Industrial Manufacturing Technology	X					
Information Technology			X			
Nurse Assistant	X	X				
Patient Care Technician	X	X	X			
Phlebotomy		X				
Practical Nursing	X	X	X			
Welding	X	X	X		X	X

NWLTC Minden Campus-Main Campus Minden, LA		
Program Name	Program Type	Credit Hours
Business Office Administration	AAS	60
Business Office Technology	TD	45
Electrician – Industrial Electrician	TD	45
Industrial Instrumentation Technology	AAS	60
Industrial Instrumentation Technology	TD	45
Industrial Manufacturing Technology	TD	45
Industrial Maintenance Technology	TD	45
Nurse Assistant	TCA	5
Patient Care Technician	CTS	24
Practical Nursing	TD	53
Welding	TD	45

NWLTC Mansfield Campus Mansfield, LA		
Program Name	Program Type	Credit Hours
Business Office Technology	TD	45
Electrician-Commercial Wiring II	TD	45
Nurse Assistant	TCA	5
Electrician – Industrial Electrician	TD	45
Industrial Instrumentation Technology	TD	45
Patient Care Technician	CTS	24
Phlebotomy	TCA	12
Practical Nursing	TD	53
Welding	TD	45

NWLTC Shreveport Campus Shreveport, LA		
Program Name	Program Type	Credit Hours
Air Conditioning and Refrigeration Technician	TD	45
Automotive Technology	TD	45
Barber Styling	TD	53
Culinary Arts and Occupations	AAS	60
Culinary Arts and Occupations	TD	45
Diesel Powered Equipment Technology	TD	45
Electrician-Commercial Wiring II	TD	45
Industrial Maintenance Technology	TD	45
Information Technology	TD	45
Patient Care Technician	CTS	24
Practical Nursing	TD	53
Welding	TD	45

NWLTC Camp Minden Campus Instructional Service Center Minden, LA		
Program Name	Program Type	Credit Hours
Heavy Construction Vehicle Operator	CTS	32

NWLTC Caddo Parish Correctional Center Campus Instructional Service Center Shreveport, LA		
Program Name	Program Type	Credit Hours
Air Conditioning and Refrigeration Helper 1	TCA	12
Arc Cutter	TCA	7
Arc Welder Skills Upgrade	TCA	8
Building Technology Specialist, Construction Specialist	TCA	12
Building Technology Specialist, Electrical A/C Specialist	CTS	34
Carpentry, Carpenter Technician 1	TCA	13
Carpentry, Carpenter Technician 2	TCA	29
Carpentry, Carpenter's Helper	TCA	8
Production Line Welder	TCA	12
Tack Welder/Filler Helper	TCA	10
Thermal Cutter	TCA	5
Welder Helper	TCA	5

NWLTC David Wade Correctional Center Campus Instructional Service Center Homer, LA		
Program Name	Program Type	Credit Hours
Air Conditioning and Refrigeration Technician	TD	45
Carpentry	TD	45
Welding	TD	45

***Homework is assigned for additional work outside of the normal instructional day.**

PROGRAM DESCRIPTIONS

Air Conditioning and Refrigeration Technician: 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 Air Conditioning and Refrigeration Technician program prepares individuals to install, diagnose, repair, and maintain the operating condition of domestic, residential, and commercial heating air conditioning, and refrigeration systems.

Automotive Technology: 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).

Barber Styling: 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.

Building Technology Specialist: The Building Technology Specialist Program provides individuals with a basic core of specialized instruction and shop experience to prepare them for employment in the building trades in a global economy.

Business Office Administration/Technology: The Business Office Administration/Technology program prepares 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. Students may pursue an Associate of Applied Science degree, a Technical Diploma, and several certificate exit points. Students will have the option of choosing from five different concentration areas in their pursuit of a diploma or degree: General Office, Accounting, Computer Applications, Medical Office, and/or Legal Office concentrations.

The **General Office Concentration** provides opportunities for individuals to acquire marketable skills for entry-level employment positions and career advancement in various areas of business, industry, and government offices. Students will receive hands-on training in office technology software skills using Word, Excel, Access, and Publisher. Coursework in business calculators, records management, business communications, math, accounting, and office procedures is also included in the curriculum. This program provides students with safe and efficient work practices, basic occupational skills, customer service, job-seeking skills, employability skills, and strong work ethics required for success in the workplace.

The **Accounting Concentration** prepares individuals to provide technical support to professional accountants and other management personnel. Students are prepared for positions as bookkeepers, accounting clerks, or payroll clerks. Emphasis is placed on general accounting principles and practices, analyzing and recording financial transactions, record-keeping systems, and computerized accounting.

The **Computer Applications Concentration** prepares individuals to utilize computer skills in a variety of business office settings. Students are prepared for positions as administrative assistants, office assistants, or office managers. Emphasis is placed on computer applications--word processing, spreadsheets, database software, presentation software, and operating systems.

The **Medical Office Concentration** prepares individuals to provide clerical support in offices of hospitals, doctors' offices, and other health care facilities. Students are prepared for positions as medical transcriptionists, medical secretaries, medical file clerks, medical receptionists, or

medical office assistants. Emphasis is placed on medical terminology, medical machine transcription, business communication, computer applications, records management, and office procedures.

The **Legal Office Concentration** prepares individuals to provide clerical support in the legal divisions of business offices and law firms. Students are prepared for positions as legal transcriptionists, legal secretaries, legal file clerks, legal receptionists, or legal office assistants. Emphasis is placed on legal terminology, legal machine transcription, business communications, computer applications, records management, and legal office procedures.

Certificate levels may also offered in Call Center Representative, Human Resource Specialist, or Bank Teller.

Carpentry: 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.

Culinary Arts and Occupations: This 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.

Diesel Powered Equipment Technology: The purpose of this 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.

Electrician-Commercial Wiring II: 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.

Electrician-Industrial Electrician: 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.

Heavy Construction Vehicle Operator: The purpose of the Heavy Construction Vehicle Operator (HCVO) program is to prepare individuals for employment as professional heavy equipment operators and tractor-trailer drivers. The HCVO 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.

Industrial Instrumentation Technology: This program trains students to become competent, qualified instrument technicians who can meet the ever-changing demands of modern industry. This program is offered to provide training leading to employment for area residents as a result of business/industrial demand.

Industrial Maintenance Technology: 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.

Industrial Manufacturing Technology: 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 manufacturing field. This program consists of a core set of courses and four concentration areas from which the student can choose to make up the diploma.

Information Technology: This 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.

Nurse Assistant: This program prepares individuals for a variety of job opportunities. Graduates may find employment in long-term care facilities, hospitals, laboratories, and clinics where basic bedside nursing skills are required.

Patient Care Technician: 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.

Phlebotomy: The purpose of this program is to prepare 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.

Practical Nursing: 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 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).

Welding: Instruction is provided in various welding processes and techniques 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.

NORTHWEST LOUISIANA TECHNICAL COLLEGE CAMPUS PERSONNEL

NORTHWEST LOUISIANA TECHNICAL COLLEGE COLLEGE/REGIONAL ADMINISTRATION		
Name	Title	Department/Campus
Meador, Earl	Director	Administration/Minden
Askey, Treva	Director of Curriculum	Administration/Minden
Hubier, Pam	Interim Chief Workforce Development Officer	Administration/Mansfield
Griffith, DeDe	Chief Academic & Student Affairs Officer	Administration/Minden
Guillory, Kelly	Student Accounts Receivable Coordinator	Administration/Shreveport
Holder, Haley	Chief Financial Aid Officer	Administration/Shreveport
Long, Stephen	Director of WorkReady U	Administration/Minden
Maggio, Cindy	Senior Student Success Coordinator	Administration/Minden
Nash, Karen	Coordinator	Administration/Minden
Nelson, Joni	Administrative Coordinator	Administration/Minden
Price, Charles Scott	Chief Facilities Officer	Administration/Minden
Pye, Jennifer	Chief Finance Officer	Administration/Minden
Saunders, Amber	Chief Human Resources Officer	Administration/ Minden
Shepherd, Stacy	Registrar	Administration/Minden

NORTHWEST LOUISIANA TECHNICAL COLLEGE COLLEGE/REGIONAL ADMINISTRATION		
Snider, Lisa	Special Assistant to the Director/Public Relations	Administration/Minden

MINDEN CAMPUS		
Name	Title	Department
Meador, Earl	Director/Campus Dean	Administration
Askey, Treva	Director of Curriculum	Administration
Butler, Sheri	Financial Aid Officer	Financial Aid
Griffith, DeDe	Chief Academic & Student Affairs Officer	Administration
Long, Stephen	Director of WorkReady U	Administration/ Student Services
Maggio, Cindy	Senior Student Success Coordinator	Administration/Student Services
Nash, Karen	Coordinator	Administration
Nelson, Joni	Administrative Coordinator	Administration
Price, Charles Scott	Assistant Campus Dean/ Chief Facilities Officer	Administration
Pye, Jennifer	Chief Finance Officer	Administration
Ritchie, Michael	Maintenance Repairer	Maintenance
Saunders, Amber	Chief Human Resources Officer	Administration
Scott, Tabitha	Accounts Manager	Finance
Shepherd, Stacy	Registrar	Student Services
Snider, Lisa	Human Resources Analyst	Human Resources
White, Megan	Student Services Representative	Student Services
Wilson, Desirea	Assistant Business Officer	Finance
FACULTY - MINDEN		
Adams, Luke	Industrial Instrumentation Technology Instructor	Industrial Instrumentation Technology
Bates, Richard	Career Coach/Academic Advisor WorkReady U	B. S. Grambling State University
Blackwell, Rochelle	Patient Care Technician Instructor, Adjunct	Health Occupations

MINDEN CAMPUS		
Clary, Michelle	Health Occupations Instructor	Health Occupations
Clements, Kim	Nursing Instructor	Health Occupations
Covington, Leland	Industrial Instrumentation Technology Instructor	Industrial Instrumentation Technology
Egbon, Erika	Adult Ed Instructors Aid	Adult Ed
Ferrel, Gary	Industrial Instrumentation Technology Instructor	Industrial Instrumentation Technology
Graham, James	Adult Ed Instructor, Adjunct	Adult Ed
Greer, Cheri	Industrial Instrumentation Technology Department Head/ Industrial Instrumentation Technology Instructor	Industrial Instrumentation Technology
Hamlin, Elizabeth (Geanie)	Nursing Instructor, Adjunct	Health Occupations
Holomon, Michael	Industrial Maintenance Technology Instructor	Industrial Maintenance Technology
Jordan, Jacqueline	Completion Coach/Work Readiness Instructor	Adult Education
Kelley, Loretta	Developmental Studies/Adult Ed Department Head	Developmental Studies
Lewis, Crystal	Nursing Instructor	Health Occupations
Loy, Wendy	Nursing Instructor, Adjunct	Health Occupations
McLemore, Sheri	Nursing Department Head	Health Occupations
McManus, Katherine	Patient Care Technician Instructor, Adjunct	Health Occupations
Perryman, Steve	Welding Instructor, Adjunct	Welding

MINDEN CAMPUS		
Prothro, David	Industrial Instrumentation Technology Instructor	Industrial Instrumentation Technology
Roberson, Craton	Adult Ed Instructor, Adjunct	Adult Ed
Rossett, Sandra	Health Occupations Instructor	Health Occupations
Roton, Pamela	Health Occupations Instructor	Health Occupations
Samuel, Dawson	Industrial Electrician Instructor	Industrial Electrician
Shane, Roy	Welding Instructor, Adjunct	Welding
Stanfield, Ava	Health Occupations Instructor, Adjunct	Health Occupations
Washington, Debbie	Business Instructor	Business Office Technology
Watkins, Jerry R	Machine Tool Technology Instructor	Machine Tool Technology
Wilson, Nancy	Transition Coordinator	Adult Ed

MANSFIELD CAMPUS		
Name	Title	Department
Hubier, Pam	Interim Campus Dean/Chief Workforce Development Officer	Administration
Hubier, Pam	Financial Aid Officer	Administration
Morgan, Tammy	Administrative Assistant	Student Services
FACULTY - MANSFIELD		
Anderson, Rene	Health Occupations Adjunct Instructor	Health Occupations
Carr, Debra	Business Instructor, Adjunct	Business Office Technology
Deville, Bruce	Electrician Commercial Wiring II Instructor, Adjunct	Electrical

MANSFIELD CAMPUS		
Fisher, Kelli	Patient Care Technician, Adjunct	Health Occupations
Fletcher, Christopher	Welding Instructor	Welding
Ford, Jessica	Health Occupations Instructor	Health Occupations
Free, Colleen	Patient Care Technician, Adjunct	Health Occupations
Guyott, Nancy	Nursing Instructor	Health Occupations
Holley, Heath	Electrician-Commercial Wiring II Instructor	Electrical
Lowe, Nicole	Patient Care Technician, Adjunct	Health Occupations
Melton, Pamela	Nursing Instructor	Health Occupations
Nechvatal, Deborah	Health Occupations Instructor, Adjunct	Health Occupations
Pepper, Crystal	Health Occupations Instructor, Adjunct	Health Occupations
Rascoe, Thomas	Welding Instructor, Adjunct	Welding
Rhodes, Crystal	Nurse Assistant, Adjunct	Health Occupations
Smith, Effie	Developmental Studies Instructor	Developmental Studies
Spencer, Carmen	Health Occupations Instructor, Adjunct	Health Occupations
Toups, Mary Catherine	Adult Education/ Developmental Studies Instructor	Developmental Studies

SHREVEPORT CAMPUS		
Name	Title	Department
Ehrhard, Steve	Facilities Coordinator	Maintenance
Joshua, Gerald	Assistant Campus Dean	Administration
Guillory, Kelly	Campus & Student AR Coordinator	Finance
Harris, Alena	Director of Admissions	Administration
Holder, Haley	Chief Financial Aid Officer	Administration
Howe, Linda	Administrative Assistant	Health Occupations
Hudson, Shadealia	Administrative Coordinator	Student Services

SHREVEPORT CAMPUS		
Thomas, Sharon	Administrative Assistant	General Administration
FACULTY - SHREVEPORT		
Bachman, Kimberly	Nursing Instructor	Health Occupations
Brents, Robert	Air Conditioning & Refrigeration Technician Instructor, Adjunct	Air Conditioning & Refrigeration Technician
Clifton, Kelly	Director Nursing Department Head	Health Occupations
Collins, Verida	Nursing Instructor	Health Occupations
Davis, Milton	Adult Education Instructors Aid	Adult Education
Dowe, Amy	Health Occupations Instructor, Adjunct	Health Occupations
Hines, Cynthia	Health Occupations Adjunct	Health Occupations
Holmes, Dennis	Transition Coordinator	Adult Education
Holmes-Smith, Coffy	Health Occupations Instructor	Health Occupations
Johnson, Alphonse	Electrician-Commercial Wiring II Instructor	Electrician-Commercial Wiring II
Jolley, Charles	Welding Instructor, Adjunct	Health Occupations
Jordan, Jacqueline	Completion Coach/Work Readiness Instructor	Adult Education
Lary, Sidney	Diesel Powered Equipment Technology Instructor	Diesel Powered Equipment Technology
Law, Tuwaun	Adult Education Instructor	Adult Education
McMahon, John	Developmental Education Instructor	Administration
McManus, Cheri	Patient Care Technician Instructor	Health Occupations
Middleton, Scott	Culinary Arts Instructor	Culinary Arts
Pridgen, Shelia	Patient Care Technician Instructor	Health Occupations
Richardson, Lawrence (Larry)	Barber Styling Instructor,	Barber Styling
Shepherd, Christopher	Collision Repair Instructor, Adjunct	Collision Repair
Smith, Cecelia	Barber Styling Instructor, Adjunct	Barber Styling

SHREVEPORT CAMPUS		
Baker Smith, Tavarus	Health Occupations Instructor	Health Occupations
Thomas, Chris	Automotive Technology Instructor	Automotive
Thompson, Jenna	Adult Education Instructor	Adult Education
Tinsley, Dinah	Adult Education Coordinator	Adult Education
Trout, Judy	Adult Education Coordinator	Adult Education
Van Dyke, Carmel	Health Occupations Instructor	Health Occupations
Webb, Camille	Adult Education Instructor, Adjunct	Health Occupations
Williams, Harris	Welding Instructor	Welding
SECURITY		
Lewis, Phyllis	Security Officer	Security
Pratt, Dennis	Security Officer	Security

FACULTY – CAMP MINDEN		
Name	Title	Department
Cruse, Jennie	Heavy Construction Vehicle Operator Instructor	HCVO
Hammett, Richard	Heavy Construction Vehicle Operator Department Head/Instructor	HCVO
Parker, Robert	Heavy Construction Vehicle Operator Instructor, Adjunct	HCVO

FACULTY - CCCC		
Name	Title	Department
Booker, Stephen	Carpentry Instructor	Carpentry