



College Catalog & Handbook

Fall 2012 - Summer 2013

*A Member of the Louisiana Community &
Technical College System*

The provisions of this catalog and handbook do not constitute a contract between the technical community college, hereafter referred to as NTCC, and the student, but rather reflect the general nature and conditions concerning the educational services of the College 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 and handbook are subject to cancellation or termination by the College or the Louisiana Community & Technical College Board of Supervisors at any time. The academic regulations and degree requirements are subject to revision during the effective period of this catalog and handbook to reflect changes in board policies, occupational and licensure requirements, and other changes related to the quality of the program.

The faculty members listed in the catalog and handbook are the regular, full-time faculty of this College. Other faculty may be appointed, depending on the instructional needs of the campus.

NTCC 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.

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, this educational agency upholds the following policy:

NTCC is an equal opportunity institution and is dedicated to a policy of nondiscrimination in employment or training. Qualified students, applicants, or employees will not be excluded from any course or activity because of age, race, creed, color, sex, religion, national origin, qualified disability, or disability. All students have equal rights to counseling and training.

Inquiries regarding compliance with these federal policies may be directed to the College Chancellor or to the Director of Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

This catalog and handbook supersedes all catalogs and handbooks previously published. The College reserves the right to make administrative and policy changes regarding any items published in this catalog and handbook.

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ACADEMIC CALENDAR

FALL 2012

AUGUST

August 20 First Day of Fall Semester

August 20 Late Registration Fee Applied

SEPTEMBER

September 3 Labor Day Holiday/NTCC Closed

OCTOBER

October 19 Last Day to Change "I" Grade from Summer 2012

October 19 Mid-semester Grades Due (3:00 pm)

October 31 Last Day to Withdraw from Course or Resign from College (W's)

October 29-November 2 Early Advising/Registration for Continuing Students

NOVEMBER

November 19-21 Student Holidays/NTCC Open

November 22-23 Thanksgiving Holidays/NTCC Closed

DECEMBER

December 10 Last Day of Fall Semester

December 11 Fall Final Grades Due (9:00 am)

December 14 ... Payment Deadline for Continuing Students who Early Registered

December 24-January 1 Christmas Holidays/NTCC Closed

No Fall Commencement Ceremonies

ACADEMIC CALENDAR

SPRING 2013

JANUARY

January 14 First Day of Spring Semester
January 14 Late Registration Fee Applied
January 21 Martin Luther King Holiday/NTCC Closed

FEBRUARY

February 11 Lundi Gras Holiday/NTCC Open
February 12 Mardi Gras Holiday/NTCC Closed

MARCH

March 19 Last Day to Change "I" Grade from Fall 2012
March 19 Mid-semester Grades Due (3:00 pm)
March 28 Last Day to Withdraw from Course or Resign from College (W's)
March 25-28 Spring Break Holiday/NTCC Open
March 29 Easter Holiday/NTCC Closed

MAY

May 9 Last Day of Spring Semester
May 10 Spring Final Grades Due (9:00 am)
May 22 NTCC Commencement Ceremony

ACADEMIC CALENDAR

Summer 2013

June

June 3 First Day of Summer Semester
June 3 Late Registration Fee Applied
June 28 Mid-semester Grades Due (3:00 pm)

July

July 4 Independence Holiday/NTCC Closed
July 5 Last Day to Change "I" Grade from Spring 2013
July 5 Last Day to Withdraw from Course or Resign from College (W's)
July 26 Final Day of Summer Semester
July 29 Summer Final Grades Due (9:00 am)

Message from the Chancellor



World class technical training, qualified faculty, and successful partnerships with business and industry are just a few of the many opportunities awaiting you when you enroll in a program within the Northshore Technical Community College. Today's industry standards require technical training and skills enhancements necessary to build career opportunities throughout the lifespan. The faculty, staff, and administration of Northshore Technical Community College are dedicated to your success.

William S. Wainwright, PhD
Chancellor



Mission

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

Vision

In keeping with the vision of the Louisiana Community and Technical College System, the Northshore Technical Community College:

- Produces knowledgeable, skilled and confident citizens ready for the future, ready for the workplace and ready to continue learning.
- Delivers rapid, flexible and innovative solutions to changing workforce needs.

History of NTCC

As a result of Act 506 of the 2005 Regular Legislative Session whereby the LCTCS Board of Supervisors approved a comprehensive plan for configuring the technical colleges into a regional structure, the Louisiana Community and Technical College System (LCTCS) Board of Supervisors approved institutional name changes for the seven technical colleges during its March 2010 board meeting. The approved name changes were implemented as a result of an extensive accreditation process conducted by the Council on Occupational Education (COE), which was based upon a new regional technical college model as opposed to the previous campus-by-campus accreditation model used since earlier in the colleges' existence. The new regional structure ensured that institutions are best configured and aligned to meet the ever-changing workforce needs of the state. Additionally, the structures allowed each of the regional technical colleges to become standalone colleges with names that are more reflective of the regions they serve.

Louisiana's postsecondary technical education system is constitutionally governed by the Louisiana Community & Technical College System Board of Supervisors (LCTCS). The seventeen-member Board of Supervisors is appointed by the Governor. This board was established in 1999 by a constitutional amendment. Prior to 1999 the Technical College System was governed by the Board of Elementary and Secondary Education/Board of Vocational Education.

Since the 1930s, vocational education has been afforded to the citizens of Louisiana through a system of post-secondary technical education which also provides technical training to secondary high school students. Acts 208 and 209 of 1973 expanded the existing post-secondary technical education system from thirty-three to fifty-three technical institutes and provided for a coordinated and comprehensive statewide system of career education. An initial \$100 million in capital outlay investment in Louisiana's technical training opportunities established Louisiana as a national leader in workforce preparation through post-secondary technical education in up-to-date facilities.

Louisiana's vocational technical education system originally began as "trade schools" in the thirties and has evolved to vocational schools, vocational technical schools, vocational technical institutes, and at present, technical colleges. This revolution is the result of a redesigned curriculum which blends technical education and applied academics ultimately leading to a certificate, diploma, and/or the associate of applied science degree, the credential of preference by many business, industry, and labor interests. In 1995 the Board of Elementary and Secondary Education established a technical college system comprised of one technical college with forty-two (42) campuses which offers sixty-six (66) full-time training programs to approximately 50,000 students. The name change to Northshore Technical College reflected the blending of technical and applied academic education.

Act 506 of the 2005 Regular Legislative Session proposed a reorganization of the Louisiana Technical College. LCTCS adopted the 21st Century Model for the Delivery of Technical Education effective July 1, 2006. The reorganization consisted of eight Regional Technical Education Centers. During fiscal year 2005-06, the Louisiana Legislature mandated the restructuring of Louisiana Technical College, creating regional centers comprised of a cluster of technical college campuses in a single area. Effective June 1, 2006, Dean William S. Wainwright became the Regional Director for newly formed Region 9 Sullivan (Main Campus) in Bogalusa and including Ascension Campus (Sorrento), Florida Parishes Campus (Greensburg), and Hammond Area Campus. The latest reorganization in March 2010 configured the Louisiana Technical College Region 9 to Northshore Technical College. In May 2010, the LCTCS Board of Supervisors approved the merger of the NTC Ascension Campus with River Parishes Community College (RPCC). Because of their geographical proximity of one mile, the river region consolidation was merged for seamless workforce training—secondary, technical, community college—through integrated curriculum opportunities.

During the 2011 Louisiana Legislative Session an action was signed into law creating Act 209 changing the name and focus of the college from Northshore Technical College to Northshore Technical Community College. Along with this action the college mission was changed to reflect the new focus of the college and the current Regional Director, William S. Wainwright, was appointed Chancellor.

History of the Sullivan Main Campus

The Northshore Technical Community College Sullivan Main Campus is a public institution operating under the Louisiana Community and Technical College System, Board of Supervisors. The college was founded as the Sullivan Memorial Trade School in 1930, and it was the first of its kind in Louisiana.

The original facility was built on Mississippi Avenue in Bogalusa, Louisiana, with funds contributed by school children and citizens of the city in memory of the city's first mayor, William H. Sullivan. The facility operated independently for approximately four years before it was deeded to the State of Louisiana in 1934. From 1934 until July 1999, the school operated under the Louisiana State Board of Elementary and Secondary Education.

The current facility was built between 1970 and 1972 by W. Hayward Creel of Bogalusa. The campus, consisting of 85,000 square feet of air conditioned space, is located on Sullivan Drive at a site donated by Crown Zellerbach Corporation. The current buildings and facilities are worth in excess of \$5 million, and the students have been responsible for nearly \$275,000 of improvements and additions – proof of their learning by doing.

In 1930, only one course was offered at Sullivan – a woodworking class. Today, the Northshore Technical Community College Sullivan Main Campus offers over 20 challenging programs in high-demand occupational fields. Other programs are offered through the Sullivan Campus at the Washington Parish Correctional Institute in Angie and at the Slidell Instructional Service Center Behrman Site .

For the first time in 1996, Sullivan Campus offered Associate Degrees in Applied Technology (AAT) for the Office Systems and Accounting programs. Currently, Sullivan's AAT degree programs have been approved as Associate of Applied Science (AAS) accredited programs. The Associate degrees are offered in 10 areas. In 2006, LTC Sullivan was selected as the main campus for the Region 9 campuses. Following the 2011 name change to Northshore Technical Community College, the Sullivan Main Campus remains the main campus for NTCC.

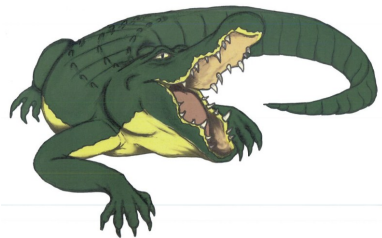
History of the Florida Parishes Branch Campus

Northshore Technical Community College Florida Parishes Branch Campus, formerly a trade/vocational school, was established in 1952 by the State Legislature to offer vocational training to the students of this geographic area. In 1990, the Board of Elementary and Secondary Education renamed all vocational schools to describe their function more accurately. This school became Florida Parishes Technical Institute. In the early 1990s, Quick Start funds were used to train employees for furniture manufacturing and the institute became involved in Tech Prep and articulation activities with area high schools and the local university.

In 1995, the agency for accreditation affiliation for all the technical institutes became the Council on Occupational Education (COE).

Also in 1995, all institutes that were still on a four-day week were changed back to a five-day week, and all institutes were renamed Louisiana Technical Colleges with this college designated as Florida Parishes Campus. The colleges began offering Associate of Applied Technology Degrees in the Office Occupations program with other programs to follow as curriculums were developed.

In 2007 Act 391 of the Louisiana Legislature approved fourteen new technical or community college facilities to include the Florida Parishes Campus. The new facility was constructed on 58 acres just west of the current campus, and classes at the new facility began fall 2012.



History of Hammond Area Branch Campus

Hammond Association of Commerce initiated the inception of a vocational school in the City of Hammond in April 1962. Money was allocated for a building, and renovations at 201 East Church Street, Hammond, Louisiana, were completed in June 1964. A director, William D. Allen, and staff were employed to prepare for the first classes to open in October 1965. In 1966-67 the rest of the building was renovated in preparation for expansion of programs.

A regional concept of career education was established with this school being assigned to Region 2. In 1978 a new facility was completed at 111 Pride Drive, on the east side of town next to the Hammond Municipal Airport.

In the 1980s, as a result of dwindling oil/gas revenues, Louisiana suffered massive financial shortfalls. As a result, all vocational schools experienced severe budget cuts in operating expenses. Several programs were closed, and several positions were cut. The school went to a four-day week in order to save on utilities and to allow students to work an extra day during the weekends.

In 1990 the Board of Elementary and Secondary Education renamed all vocational schools to describe their function more accurately. This school became Hammond Area Technical Institute. In the early 1990s, Quick Start funds were used to train employees for General Dynamics and two other new industries, and the institute became involved in Tech Prep and articulation activities with area high schools and the local university.

In 1995, the agency for accreditation affiliation for all the technical institutes became the Council on Occupational Education (COE). Also in 1995, all institutes that were still on a four-day week were changed back to a five-day week, and all institutes were renamed Louisiana Technical College with this college designated as Hammond Area Campus. In addition to diplomas, the technical college campuses began offering Associate of Applied Technology Degrees in the Office Occupations program with other programs to follow as curriculums were developed.

Effective July 1, 1999, the governance of all Louisiana Technical College campuses was transferred by Constitutional Amendment (Acts 151 and 170 from the 1st Extraordinary Legislative Session, 1998) to the Board of Supervisors, Louisiana Community and Technical College System (LCTCS), a new board created to govern all state Community Colleges and Louisiana Technical College with its 42 campuses.

NTCC Today

Northshore Technical Community College's main campus is the Sullivan Main Campus. This campus sits on approximately 16.9 acres of land south of Bogalusa, Louisiana.

Northshore Technical Community College has two branch campuses: Florida Parishes Branch Campus and Hammond Area Branch Campus.

The Florida Parishes Branch Campus is on approximately 58 acres of land located west of Greensburg, Louisiana.

The Hammond Area Branch Campus is on approximately 13 acres of land located east of Hammond, Louisiana.

Northshore Technical Community College has four instructional service centers: Slidell Instructional Service Center Behrman Site in Slidell, LA; Slidell Instructional Service Center Vet Site in Slidell, LA; B.B. "Sixty" Rayburn Correctional Center in Angie, LA; and Educational Service Center in Covington, LA.



Institutional Advisory Councils

NTCC convenes a Regional Advisory Council with representation from each of the areas served by its campuses. In addition, the main campus and the branch campuses utilize the expertise and knowledge of those individuals who will eventually employ our students to give us advice and guidance. These Institutional Advisory Committees are made up of three or more members external to the campuses, meets at least once annually with a majority of official members present, and keeps minutes of each meeting to document their activities and recommendations.

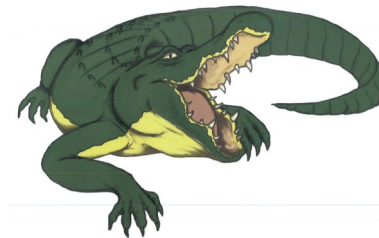
Occupational Advisory Committees

Occupational Advisory Committees are formed for each training program. Each committee consists of at least three individuals external to the institution and meets twice annually. The committees review and give input about the mission, objectives, and curriculum content of the training programs. Employers that hire students of NTCC serve on these occupational advisory committees.

Governance Structure

NTCC is governed by the Louisiana Community & Technical College System Board of Supervisors. The Louisiana Community and Technical College System's Board consists of 17 members. The LCTCS Board is composed of 15 members appointed by the Governor with consent of the Senate, two from each of the seven congressional districts with one at-large member. Each member serves overlapping six-year terms, and the Board is constitutionally required to be representative of the state's population by race and gender to ensure diversity.

There are two student members – one elected by and from membership of a council composed of the student body presidents of the community colleges and one student elected by and from the membership of a council composed of student body presidents of each of the seven technical colleges under the supervision and management of the LCTCS Board. Each student member serves a one-year term.



Louisiana Community and Technical College System (LCTCS) Board of Supervisors

System President

Dr. Joe May
265 South Foster Drive
Baton Rouge, LA 70806

Board Officers

Michael Murphy, Chair
Norwood “Woody” Oge, First Vice Chair
Timothy W. Hardy, Second Vice Chair

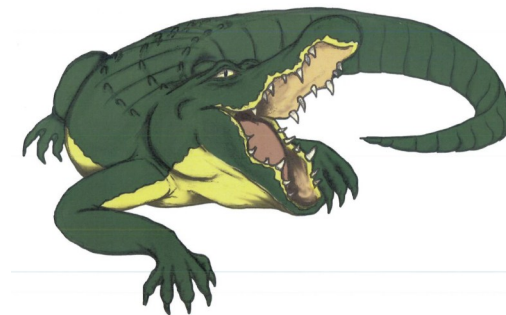
Student Board Members

Jimmy Douglas
Adrianna Garcia

Board Members

Edwards Barham
Robert Brown
Helen Bridges Carter
Keith Gamble
Denise Grissette
Brett Mellington
Paul Price, Jr.
Stephen C. Smith
F. “Mike” Stone
Allen Scott Terrill
Stephen Touns

Admissions and Student Affairs



Admissions Requirements

NTCC has an open-admissions policy and serves persons on an equal priority basis. An applicant must be 17 years of age prior to entry into the college. Non-high school graduates who have reached the state's compulsory school age (at least 17 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. Applicants in this category are not eligible for federal financial assistance. Admission to all programs is made without regard to race, religion, national origin, gender, or qualifying disability.

A high school diploma or general education development (GED) is required for admission into Practical Nursing, Emergency Medical Technician – Basic (EMT), and any associate degree program. Specific program areas may have additional entrance requirements.

Application for Admission

Applications for admission may be completed online at www.NorthshoreCollege.com. Applicants must pay a \$5 application fee. Incomplete application packets and/or applications received without payment of the application fee will not be processed.

Applicants must also submit the following items to complete the application process:

1. A completed application form. Incomplete or false information may jeopardize admission to NTCC.
2. All official transcripts of previous schooling regardless of whether credit was earned. These official transcripts must be submitted to the Student Affairs. Failure to do so may delay admission to NTCC.
3. Proof of immunization. As required by Louisiana Law R.S. 17:110, all first-time students born after December 31, 1956 must provide proof of immunization against measles, mumps, rubella, meningitis (first-time freshmen only), and tetanus - diphtheria as a condition of enrollment. Students will not be allowed to complete the registration process until they have satisfied the immunization requirement. A waiver may be signed by the student, however, in the event of an outbreak of measles, mumps, rubella, tetanus, or diphtheria on campus, the college will require the students who are not immunized to stop attending classes until the outbreak is over or until they submit proof of adequate immunization.
4. Proof of Louisiana residency. In order for a student to qualify for in-state tuition and fee rates, documentation showing residency in the State of Louisiana for the 365 days prior to anticipated enrollment is required.
5. Proof of Selective Service status. In accordance with the requirements of Louisiana Law R.S.17:3151 and the Federal Selective Service Act, male applicants who are between the ages of 18 and 25 must provide written evidence that they have registered with Selective Service before they will be allowed to register for classes. Acceptable documentation may be a copy of the applicant's Selective Service Registration card or a printout from the Selective Service web site indicating the applicant's status.

The following categories of applicants are exempt from this requirement:

- Males currently on active duty in the military.
 - Veterans who submit a copy of their DD214 discharge certificate.
6. Assessment Scores. Students applying for a Certificate of Technical Studies, Technical Diploma, or Associate degree must have test scores from either the ACT test or Compass placement test within the last three years. Assessment scores are used to determine if remediation is needed in math, English, and/or reading and are transferable between LCTCS institutions and are not used to determine admission to the college except when academic achievement levels are required by a licensure board.

Immunization Policy

Student Affairs must have on file a copy of the student's immunization records. All applicants should submit the LCTCS Immunization Compliance or an electronic copy of immunization records. If a student chooses not to have immunizations for medical or personal reasons, a written dissent must be signed by a physician, the applicant, or the applicant's parent or guardian if the student is a minor.

Students enrolling in nursing and health science programs are not allowed to sign a dissent, depending on the program, may be required to have one or more of the following:

- MMR (or acceptable titer)
- Tetanus/Diphtheria
- Meningitis
- TB Skin Test or Negative Chest X-ray
- Hepatitis B Series

Privacy Act

The Family Educational Rights and Privacy Act of 1974, as Amended (FERPA), ensures students access to their educational records maintained by the College 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.

Resident Status

The residence status of an applicant or student is determined by Student Affairs. A resident student is a student who has lived or worked in Louisiana for at least one full year (365 days) immediately preceding the first day of class of the term for which classification as a resident is sought. If the applicant is not a Louisiana resident, or cannot provide proof of residency, he/she will be charged non-resident tuition. Applicants or students must present proof of Louisiana residency with one of the following documents:

- Louisiana driver's license
- Louisiana voter registration
- Louisiana vehicle registration
- Louisiana income tax return
- Residence purchase
- Lease or rent receipts
- Louisiana W2 from previous year
- Utility bills
- Military Mandatory Relocation Orders/DD-214
- Marriage to Louisiana resident

Orientation

Orientation is conducted by Student Affairs at each NTCC location to acquaint students with the staff, buildings, grounds, and rules and regulations of the college.

Admission Status

Students are classified as one of the following upon applying for admission: First-Time Freshman, Transfer Student, Readmitted Student, or High School Dual Enrollment.

First-Time Freshmen Students

A first-time freshman student is a first-time student who has never attended an accredited college other than as part of a dual enrollment program.

A state approved high school diploma or high equivalency diploma (GED) is required for admission into the Associate Degree, EMT-Basic, and the Practical Nursing Programs.

First-time freshman students planning to enroll should request that their ACT test scores be sent to Student Affairs at NTCC. ACT test scores must be no older than three years. In instances where a student has not completed the ACT test or ACT test scores are older than three years, Compass test scores may also be used to fulfill the admission requirement and for placement. Students whose test scores indicate a need for additional preparation in basic skills will be required to enroll in appropriate developmental courses to help prepare them for success in higher level courses.

The Compass placement test is offered at each NTCC campus. NTCC's placement tests are administered for developmental course placement only and are not used in determining admission to the College except when academic achievement levels are required by a licensure board (e.g. the Louisiana State Board of Practical Nurse Examiners). Test scores are primarily used for advising and placement purposes. A student that tests into developmental courses may be permitted to enroll in a limited number of other courses determined by the department.

Home-Schooled Students

Home-schooled students who wish to attend NTCC 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 or GED diploma, he or she must provide the following:

- Proof that he/she is 17 years of age or older.
- 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.
- Documentation from the state verifying completion of a SBESE Approved Home Study Program.

Out-of-state students, home-schooled using a program not approved in Louisiana and seeking admission to NTCC must contact the SBESE Approved Home Study Program Office of the Louisiana Department of Education.

Transfer Students

A transfer student is one who has attended another regionally accredited college or university prior to NTCC. This student can be degree- or certificate-seeking, non-degree seeking, or on suspension from another institution. Applicants must have a complete and official transcript from each college or university attended sent to Student Affairs prior to the start of the planned semester of attendance, whether or not credit was earned. Transfer students may enroll at NTCC if they are eligible for readmission at the last school attended.

Applicants transferring from out-of-state institutions must submit course descriptions for each course listed on the out-of-state transcript. Transfer students who have received transfer credit for college-level English and/or mathematics are exempted from submitting ACT test or Compass placement test scores excluding students seeking to enroll in the Practical Nursing Program. In instances where a student has not completed college-level coursework in English and/or mathematics, a placement test will be required.

Transfer students who have been suspended from their previous institution are permitted to enroll, however it should be noted that credits taken while on suspension at NTCC may not transfer back to the previous institution.

Readmit Students

A returning student is someone who has previously attended NTCC, but who has not attended during the most recent fall or spring semester. Returning students must re-apply for admission and may be required to retest. Retesting is determined on a case-by-case basis. If the returning student attended another college or university while not in attendance at NTCC, he or she must submit transcripts, course descriptions of any work completed, and any other necessary documentation concerning his/her attendance at the other institution. This documentation is required for Student Affairs to evaluate transcripts. Returning students are subject to any curriculum, program, and/or catalog changes. Returning students must:

- Re-submit all documentation required for a completed application.
- Pay the application fee if the student has not attended the most recent semester (excluding summers).
- Meet the admission requirements for the program of application.

High School Dual Enrollment

High school dual enrollment is when a high school student attends NTCC during his/her junior or senior years of high school and takes courses for which he/she earns both college credit and Carnegie units for each course taken. A student may attend NTCC as a dual enrollment student in one or more of the following areas:

- College level/degree credit courses
- Enrichment/developmental courses
- Work skills courses.

In order for a course to be considered dual enrollment, the student must earn credit for the class both from NTCC and the student's high school. Students enrolling in dual enrollment courses must meet all college, program, and course level requirements. Courses which a student fails or withdraws from while enrolled as a high school student may affect a student's GPA or his/her ability to qualify for financial aid after graduating from high school.

Connect to Success Program

The Connect to Success Program is a seamless and supportive transfer program to Southeastern Louisiana University. Students who enroll in the Connect to Success Program take NTCC courses on the campus of Southeastern Louisiana University in Hammond, LA, or take NTCC courses at Southeastern's St. Tammany Center in Mandeville, LA (on Koop Drive). The program is designed to provide students with an opportunity to complete appropriate general education courses that includes both College Algebra and English Composition I and transfer to Southeastern as long as the student satisfies all of Southeastern's transfer admission requirements. Students will also have access to Southeastern's student services such as Textbook Rental, Computer Labs, Health Center, Counseling Center, Southeastern/NTCC ID, and Shuttle Service.

Types of Enrollment

Full-time: Full-time enrollment is when a student enrolls in 12 or more credit hours for a semester (6 credit hours for a summer). For enrollment verification purposes only, students in their final semester of study may be considered full-time with fewer than 12 credit hours. In order to qualify the academic advisor or department head must certify that the student will graduate in the current semester and that they are currently enrolled in all the remaining course requirements.

Three-fourths time: Three-fourths time enrollment is when a student enrolls in 9-11 credit hours a semester (4-5 credit hours for a summer session).

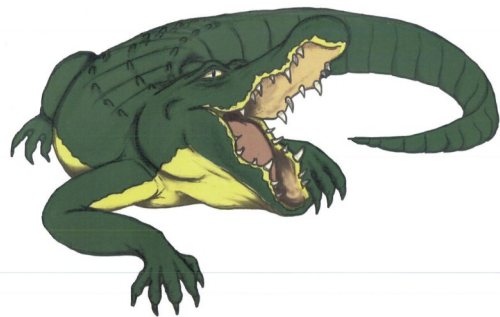
Half-time: Half-time enrollment is when a student enrolls in 6-8 credit hours for a semester (3 credit hours for a summer session).

Less than half-time: Less than half-time enrollment is when a student enrolls in 5 or less credit hours for a semester (2 credit hours or less for a summer session).

Non-Degree-Seeking: Non-degree-seeking enrollment is when a student attends NTCC to earn college course credit without enrolling in a particular program. These students are not eligible for federal student aid. If a non-degree-seeking student decides to complete a particular program, he/she must apply to that program.

Degree - and Diploma -Seeking: Degree-and diploma-seeking enrollment is when a student enrolls in a diploma or degree program. These students are eligible for federal student aid.

Records and Registration



Records

All records submitted become the property of the College and cannot be returned to the student. All students must be aware of the importance of supplying correct information on college applications, college records, etc. Students participating in any financial aid program must inform Student Affairs of any changes in circumstances that may alter their eligibility for such financial aid. All student records must be true and correct to the best of the student's knowledge. Falsification of student records may result in being expelled from the College. Any falsification of these records will result in the student being penalized at the discretion of the Chancellor and/or respective State Boards. All student records must be true and correct to the best of the student's knowledge.

Confidentiality of Records

Permanent records, which include courses a student has completed, grades, placement, and follow-up information, are housed in Student Affairs at the main campus. These records are confidential.

Release of Student Records/Transcripts

Release of information and/or the issuance of transcripts must be made through the proper request procedure and must be authorized by the student. Transcript requests made by telephone or requests made by the parent, spouse, or prospective employer of a student will not be honored except with the written authorization of the student. The parent of a student less than 18 years of age may be provided a copy of the student's transcript if the student is a dependent of the parent as defined by the Internal Revenue Service. Transcripts may be issued upon request to institutions to which a student transfers provided the student concurs in the request. Transcript request forms are available through LoLA and in Student Affairs and may be mailed or faxed in. Students with LoLA accounts should make requests through LoLA. Students or former students who do not have LoLA accounts should use the form available in Student Affairs. Transcripts will not be issued if a student has any form of hold on his/her account.

Change of Name, Address, or Phone

Students must notify Student Affairs immediately when a name/phone/address change occurs. For name changes, official documentation must be submitted with a completed name change form that can be obtained in the Student Affairs Office. Name changes become effective at the beginning of the next semester. Name changes cannot be requested through LoLA. Students with LoLA accounts may change their address through LoLA. Communications will be e-mailed/mailed to students at the e-mail address/mailed address currently on file.

Contact with Students through Email

Electronic mail (email) is an official method of communication between the College and students, including, but not limited to, admissions, registration, financial aid, and academic affairs. NTCC email accounts will be issued after initial registration. All electronic communications with students will be sent to the students' NTCC email account, which can be accessed from the NTCC website www.NorthshoreCollege.edu. Students should check their NTCC email at least once a week. The College provides computer access for all students by way of open computer labs.

Academic Probation and Suspension

Once a student has attempted 15 credit hours of courses (including those attempted at other institutions), a student's academic performance is evaluated at the end of each semester. Students who do not maintain a minimum 2.0 grade point average for any semester will be placed on academic probation. The student will be allowed to register for the next semester. If a student on academic probation receives a grade point average below 2.0 for any semester the student will be suspended for the following semester. Upon returning to College, the student will remain on academic probation until the semester or cumulative grade point average (as needed) is 2.0 or above.

Auditing a Course

Prospective students interested in auditing a course should follow the regular admissions process by submitting a completed application to Student Affairs and meet any prerequisite and/or co-requisite course requirements. Test scores and/or official transcripts for any prior college credit can be waived from the admissions process in the event that the student is planning to enroll in a course that has no prerequisite/co-requisite requirements.

The auditing student will be required to follow the regular admission/registration process. In addition, the student must complete a Course Audit Request Form and submit it to the Registrar before the end of the drop/add period as designated by the official NTCC Academic Calendar.

Once this form is submitted to the Registrar, the student cannot request a change back to a credit course. Tuition and fees for audited courses are the same as for credit courses. The student does not receive credit for an audited course; the final grade for an audit course is "AU." Courses taken on an audit basis do not fulfill any certificate, diploma, or degree requirements. Credit exams cannot be taken for courses that have previously been audited.

Change of Program

A student who wishes to change his/her program of study after enrolling, must complete a change of program form through LoLA unless he/she wishes to switch to a selective admissions program. Once approved, the student's program change will become effective upon processing by the Registrar's Office.

If a student wishes to switch to a selective admissions program, such as Practical Nursing, he/she must contact Student Affairs to determine if he/she meets admission requirements for the desired program. If eligible for admission to a selective admissions program, the student should complete an application for admission to the selected program.

Graduation Requirements

A student should meet on a regular basis with his or her faculty advisor or Student Affairs to assure progress is being made toward the completion of the student's program of study. Candidates for an Associate Degree, Technical Diploma, or Certificate of Technical Studies must fulfill the general requirements of the curriculum/program in which he/she is enrolled.

Candidates for Certificate of Technical Studies, Technical Diploma, and Associate Degrees must meet the following requirements:

- Earn at least a 2.0 ("C") grade point average on all work attempted at NTCC (excluding grades for courses deleted through academic renewal or repeat/delete).
- Earn at least a 2.0 ("C") in each course required to earn the credential.
- Complete 12 of the final 15 hours (excluding hours gained through non-traditional credit) required in the degree, certificate or diploma program in residence at NTCC.
- Earn at least 25 percent of the hours needed for the certificate/degree in residence at NTCC, of which 9 must be in the major field of study.
- Earn no more than a total of 30 credit hours toward an Associate of Applied Science degree or Technical Diploma from non-traditional sources, with no more than 12 non-traditional credit hours toward a Certificate of Technical Studies.
- Earn at least the number of credits stipulated in the degree program. If a program requires a course but the course is no longer available or a course substitution cannot be made, completion of the total number of credit hours required in the program being followed is mandatory.
- Fulfill all other obligations and regulations including financial obligations to the College prior to established dates.
- Submit Application for Graduation and pay \$40 Graduation Fee to Student Affairs by required date established in the NTCC Academic Calendar.

Graduation with Honors

Honors will be awarded based on cumulative Grade Point Average. At least 50% of required credits must be completed at NTCC in order for a student to be eligible for honors. The required GPAs are the following:

- Honors Graduate: 3.00-3.49
- Graduation with Distinction: 3.50-4.00.

Commencement Ceremony

A commencement ceremony is held once a year in May. Graduating students who participate in the commencement ceremony will receive graduation information, including commencement activities, by e-mail/mail. It is the student's responsibility to ensure that Student Affairs has a correct e-mail and mailing address.

Resignation from College

A student wishing to resign must complete a drop/add/resignation form which is available through LoLA or in Student Affairs. Equipment and/or books belonging to the College must be returned. Failure to properly resign may jeopardize a student's ability to re-enter NTCC or to receive financial aid. Any student with financial indebtedness to the College and/or to a financial aid program will not be permitted to resign until such debt is paid in full.

If a student resigns from the College during the drop and add period as designated on the NTCC Academic Calendar, courses are removed from the student's transcript. If a student resigns from the College after the drop and add period but on or before the final withdraw date as designated on the NTCC Academic Calendar, the student will receive a grade of "W" in remaining courses. If a student resigns from College after the final withdraw date as designated on the NTCC Academic Calendar, the student will receive a grade of "F" in each course that was scheduled for that semester. Students who do not officially withdraw or resign by the designated final withdrawal date or who discontinue attendance will receive an "F" in the scheduled course(s).

Schedule Changes

Changes to a student's schedule are made through LoLA during the designated drop and add periods at the beginning of each semester. Once drop and add is over, a student may no longer add classes to his/her schedule unless the student is enrolled in an open-enrollment program of study. Section changes may be allowed due to extenuating circumstances and if approved by the appropriate dean.

Attendance

Success in employment and education is dependent upon preparation and regular attendance. Students are expected to attend all classes. Specific attendance policies vary depending upon instructor, department, or program. If an absence occurs, it is the responsibility of the student to notify the instructor. Contact information for faculty and specific attendance policies can be found in the course syllabus.

Non-Traditional Credit

The total amount of credit earned by any non-traditional method that can be applied toward completion of a Technical Competency Area, Certificate of Technical Studies, Technical Diploma, or Associate Degree is limited to one-half of the total credit hours required for the program. Non-traditional credit includes, but is not limited to, credit by examination, credit for military experience, credit for licenses, credit for certifications, and credit by correspondence.

Transfer of Credits to NTCC

Credits from regionally accredited institutions of higher education are recorded on the student's official transcript. NTCC will examine course equivalency, faculty credentials, and other appropriate indicators of competencies, to determine if any of these credits will be accepted as transfer credits toward the student's program of study. Generally, only courses with a grade of "C" or higher will be considered for transfer credit. If a course appears on the Louisiana Board of Regents' statewide student transfer matrix, the course will be treated as though it were completed at NTCC.

NTCC reserves the right to deny credit where such indicators are not present or to require the student to prove competency by some other means. Academic courses taken at institutions that are not accredited by regional associations are generally not accepted at NTCC. Technical courses taken at institutions accredited by the Council on Occupational Education can be transferred into a Certificate of Technical Studies or Technical Diploma.

Transfer students must provide NTCC with an official transcript from the university from which they are coming. If a student has attended more than one institution prior to attendance at NTCC, an official transcript from each institution must be provided. Transfer credit shall be limited to 75 percent of the total credit hours applied to a degree/certificate. Twelve credits in the student's major must be completed in residence at NTCC.

General Education Requirements

General education is an integral part of all degree programs at NTCC. All degree programs require a core of 15 semester credit hours of general education.

For the Associate of Applied Science Degree, the following 15 credit hours of general education coursework are required:

- English Composition I: 3 credit hours
- College Algebra: 3 credit hours
- Social Science Elective: 3 credit hours
- Natural Science Elective: 3 credit hours
- Humanities Elective: 3 credit hours

Grading Policy

The grading scale at NTCC for all programs, except those regulated by a licensing board, is listed below:

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

The NTCC grading scale for programs regulated by licensing boards is:

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

NTCC awards the following grades:

A: Earns credit hours; carries a value of 4 quality points for each credit hour.

B: Earns credit hours; carries a value of 3 quality points for each credit hour.

C: Earns credit hours; carries a value of 2 quality points for each credit hour.

D: Earns credit hours; carries a value of 1 quality point for each credit hour.

F: Earns no credit; carries a value of 0 quality points for each credit hour.

AU: Given for a course that is not taken for credit. Students who audit a course must be admitted to the college and officially enrolled 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: Given as credit for successfully challenging a course, military course credits, prior learning experiences, etc. Nontraditional credits carry no value in computing the grade point average.

S: Represents a satisfactory grade. It has no value in computing the grade point average.

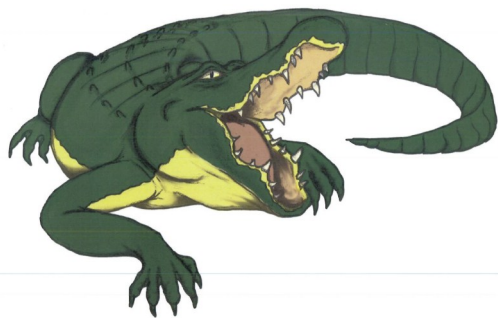
U: Represents an unsatisfactory grade. It has no value in computing the grade point average.

I: Represents incomplete coursework. 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 (Incomplete Contract). The deadline for completing the necessary coursework is established in the NTCC Academic Calendar. Students do not re-enroll or pay tuition for an incomplete course. The grade of (“I”) has no value in computing the grade point average, but is counted in hours attempted.

W: Represents a withdrawal from a course. Students may officially withdraw from a course or courses until the official withdraw 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. Official drop date for a typical course schedule will be calculated at 75% of the course length.



Tuition and Fees



Credit Coursework

Tuition, academic excellence fee, operational fee, technology fee, student services fee, and Enterprise Resource Planning (ERP) fee for credit-hour courses are determined by the number of credit hours scheduled per semester. Student Government Association (SGA) fee is \$12 per student, per semester. All tuition and fees are due by the payment deadlines established in the NTCC Academic Calendar for each semester. Schedules will be purged from the system for any student not paying by the specified deadlines.

Non-credit Coursework

Non-credit courses are charged by the clock hour. All non-credit coursework tuition and fees is non-refundable.

Tuition and Fees for Credited Courses (Resident)

| Credit Hours | Resident Tuition | Operational Fee | Student Services Fee | Academic Excellence Fee | ERP | SGA | Tech Fee | Total Tuition & Basic Fees |
|--------------|------------------|-----------------|----------------------|-------------------------|-------|-------|----------|----------------------------|
| 1 | 98.80 | 3.00 | 2.00 | 7.00 | 3.00 | 12.00 | 5.00 | 130.80 |
| 2 | 197.60 | 6.00 | 4.00 | 14.00 | 6.00 | 12.00 | 10.00 | 249.60 |
| 3 | 296.40 | 9.00 | 6.00 | 21.00 | 9.00 | 12.00 | 15.00 | 368.40 |
| 4 | 395.20 | 12.00 | 8.00 | 28.00 | 12.00 | 12.00 | 20.00 | 487.20 |
| 5 | 494.00 | 15.00 | 10.00 | 35.00 | 15.00 | 12.00 | 25.00 | 606.00 |
| 6 | 592.80 | 18.00 | 12.00 | 42.00 | 18.00 | 12.00 | 30.00 | 724.80 |
| 7 | 691.60 | 21.00 | 14.00 | 49.00 | 21.00 | 12.00 | 35.00 | 843.60 |
| 8 | 790.40 | 24.00 | 16.00 | 56.00 | 24.00 | 12.00 | 40.00 | 962.40 |
| 9 | 889.20 | 27.00 | 18.00 | 63.00 | 27.00 | 12.00 | 45.00 | 1,081.20 |
| 10 | 988.00 | 30.00 | 20.00 | 70.00 | 30.00 | 12.00 | 50.00 | 1,200.00 |
| 11 | 1,086.80 | 33.00 | 22.00 | 77.00 | 33.00 | 12.00 | 55.00 | 1,318.80 |
| 12 | 1,185.60 | 36.00 | 24.00 | 84.00 | 36.00 | 12.00 | 60.00 | 1,437.60 |

Tuition and Fees for Credited Courses (Non-Resident)

| Credit Hours | Tuition | Non-Resident Fee | Operational Fee | Student Services Fee | Academic Excellence Fee | ERP Fee | SGA Fee | Tech Fee | Total Tuition & Basic Fees |
|--------------|----------|------------------|-----------------|----------------------|-------------------------|---------|---------|----------|----------------------------|
| 1 | 98.80 | 52.50 | 3.00 | 2.00 | 7.00 | 3.00 | 12.00 | 5.00 | 183.30 |
| 2 | 197.60 | 105.00 | 6.00 | 4.00 | 14.00 | 6.00 | 12.00 | 10.00 | 354.60 |
| 3 | 296.40 | 157.50 | 9.00 | 6.00 | 21.00 | 9.00 | 12.00 | 15.00 | 525.90 |
| 4 | 395.20 | 210.00 | 12.00 | 8.00 | 28.00 | 12.00 | 12.00 | 20.00 | 697.20 |
| 5 | 494.00 | 262.50 | 15.00 | 10.00 | 35.00 | 15.00 | 12.00 | 25.00 | 868.50 |
| 6 | 592.80 | 315.00 | 18.00 | 12.00 | 42.00 | 18.00 | 12.00 | 30.00 | 1,039.80 |
| 7 | 691.60 | 367.50 | 21.00 | 14.00 | 49.00 | 21.00 | 12.00 | 35.00 | 1,211.10 |
| 8 | 790.40 | 420.00 | 24.00 | 16.00 | 56.00 | 24.00 | 12.00 | 40.00 | 1,382.40 |
| 9 | 889.20 | 472.50 | 27.00 | 18.00 | 63.00 | 27.00 | 12.00 | 45.00 | 1,553.70 |
| 10 | 988.00 | 525.00 | 30.00 | 20.00 | 70.00 | 30.00 | 12.00 | 50.00 | 1,725.00 |
| 11 | 1,086.80 | 577.50 | 33.00 | 22.00 | 77.00 | 33.00 | 12.00 | 55.00 | 1,896.30 |
| 12 | 1,185.60 | 630.00 | 36.00 | 24.00 | 84.00 | 36.00 | 12.00 | 60.00 | 2,067.60 |

General Fees

Application Fee \$5: This fee is assessed for processing an application.

Compass Testing Fee \$5 per component: This fee is assessed for each testing component (English, Math, Reading).

Late Registration Fee \$25: This fee is assessed to students who registers late, after the scheduled registration days.

Workkeys Course Fee \$28: This fee is assessed at \$7 per component, plus a \$7.00 certificate.

Graduation Fee \$40: This fee is assessed for diplomas, diploma covers, and other graduation services.

NSF Fee \$25: Non-Sufficient Funds Fee-charged to those students who pay with NSF checks.

Parking Fee & Replacement Decal \$5: This non-refundable fee is charged by campuses that use Parking Decals to identify student, faculty, and staff vehicles parked on campus. Fee is per semester.

ID and Replacement Card Fee \$5: This fee is charged for each identification card issued and/or replaced or duplicate student identification cards.

Transcript Fee \$5: This fee is charged when a student requests an official transcript.

Traffic Violations \$5: This fee is charged for each violation that a student is issued.

Course Challenge Fee \$15 per course: Credit by examination is available to students who have mastered the content of a course and can demonstrate the same competency as regularly enrolled students through a course challenge examination.

Course/Lab/Auxiliary Fees

CPR Card Fee \$7: Students are required to pay this non-refundable fee of \$7 for each CPR card issued.

ATI Course Fee \$91.50 per semester: Practical Nursing students are required to pay this non-refundable fee of \$91.50 per semester for ATI assessments/testing.

Health Science Background Check Fee \$9: Health Science students are required to pay this non-refundable fee of \$9 for a background check prior to clinical rotation.

Extensive Background Check Fee \$9: Health Science students are required to pay this non-refundable fee of \$9 for an extensive background check for certain hospitals.

Health Science Drug Screening Test Fee \$28: Some Health Science students are required to pay this non-refundable fee of \$28 for processing a drug test.

PLATO Course Fee \$50 per course: Students are required to pay this non-refundable fee of \$50 per course for each developmental studies course enrolled.

Customer Service Course Fee \$70: Students are required to pay this non-refundable fee of \$70 per test for each customer service test taken.

GED Initial Test Fee \$75: Individuals are required to pay this non-refundable fee of \$75 per test for each initial GED test taken.

GED Re-Test Fee \$50: Individuals are required to pay this non-refundable fee of \$50 per GED test for each Re-Test taken.

Culinary Lab Fee \$75: This lab fee is assessed to students enrolled in certain culinary courses.

Culinary Lab Fee \$75: This lab fee is assessed to students enrolled in certain culinary courses.



Online Tuition and Mandatory Fees

| Credit Hours | Online Tuition | Online ERP Fee | Sub-total Online Tuition & Fees | Online Registration Fee | Total Online Tuition & Basic Fees |
|--------------|----------------|----------------|---------------------------------|-------------------------|-----------------------------------|
| 1 | 119.00 | 3.00 | 122.00 | 40.00 | 162.00 |
| 2 | 238.00 | 6.00 | 244.00 | 40.00 | 284.00 |
| 3 | 357.00 | 9.00 | 366.00 | 40.00 | 406.00 |
| 4 | 476.00 | 12.00 | 488.00 | 40.00 | 528.00 |
| 5 | 595.00 | 15.00 | 610.00 | 40.00 | 650.00 |
| 6 | 714.00 | 18.00 | 732.00 | 40.00 | 772.00 |
| 7 | 833.00 | 21.00 | 854.00 | 40.00 | 894.00 |
| 8 | 952.00 | 24.00 | 976.00 | 40.00 | 1,016.00 |
| 9 | 1,071.00 | 27.00 | 1,098.00 | 40.00 | 1,138.00 |
| 10 | 1,190.00 | 30.00 | 1,220.00 | 40.00 | 1,260.00 |
| 11 | 1,309.00 | 33.00 | 1,342.00 | 40.00 | 1,382.00 |
| 12 | 1,428.00 | 36.00 | 1,464.00 | 40.00 | 1,504.00 |
| 13 | 1,547.00 | 39.00 | 1,586.00 | 40.00 | 1,626.00 |
| 14 | 1,666.00 | 42.00 | 1,708.00 | 40.00 | 1,748.00 |
| 15 | 1,785.00 | 45.00 | 1,830.00 | 40.00 | 1,870.00 |
| 16 | 1,904.00 | 48.00 | 1,952.00 | 40.00 | 1,992.00 |
| 17 | 2,023.00 | 51.00 | 2,074.00 | 40.00 | 2,114.00 |
| 18 | 2,142.00 | 54.00 | 2,196.00 | 40.00 | 2,236.00 |
| 19 | 2,261.00 | 57.00 | 2,318.00 | 40.00 | 2,358.00 |
| 20 | 2,380.00 | 60.00 | 2,440.00 | 40.00 | 2,480.00 |
| 21 | 2,499.00 | 63.00 | 2,562.00 | 40.00 | 2,602.00 |
| 22 | 2,618.00 | 66.00 | 2,684.00 | 40.00 | 2,724.00 |
| 23 | 2,737.00 | 69.00 | 2,806.00 | 40.00 | 2,846.00 |
| 24 | 2,856.00 | 72.00 | 2,928.00 | 40.00 | 2,968.00 |

Payment Options

It is the student's responsibility to check his/her account through LoLA for account balance information. To secure classes, all tuition and fees must be paid in full, financial aid must be verified, or enrollment in the payment plan through CASHNet must be completed by the dates established in the NTCC Academic Calendar. Fee Bills are also mailed.

Payment options are as follows:

1. **On-line payment options through CASHNet** (see directions just below)
 - a. Credit Card: MasterCard, Discover or American Express card is accepted. A 2.75% convenience fee will be charged for payments with credit cards.
 - b. Electronic Check: Bank account number and routing number is needed for this option. There are no additional fees charged for electronic check payments. A \$25 returned check charge will be assessed by CASHNet to any electronic check payment that is not honored by the bank or that cannot be processed. Please make sure entered information is correct.
 - c. Payment plan: 3 installments plan. Enrollment fee for participation in this plan is set by CASHNet and is currently \$30. Upon activation of a payment plan 1/3 of the total amount due is processed immediately plus the \$30 enrollment fee. Payments can be set up through MasterCard, Discover, or American Express with a 2.75% convenience fee or through a checking or savings account. The remaining 2 monthly installments will be automatically withdrawn from the method of payment chosen. It is the student's responsibility to ensure funds are available at the time of the withdrawal.

Students whose financial aid cannot be verified at the time of registration may sign up for a payment plan. However, the student must fulfill all payment plan obligations. If the student becomes eligible for financial aid during the semester, NTCC will apply financial aid award money to balances owed. Students will receive financial aid awards after all payment obligations have been met and, if applicable, the plan will be terminated. Students cannot default on payment plans because they are expecting a PELL or other financial aid award. Students who default on payment plans will not be allowed to participate in payment plans in future semesters.

To view student fee bills and to pay online follow the directions below:

- Go to www.NorthshoreCollege.edu
- Click LoLA
- Enter user ID and Password
- Under the self service tab click on Northshore Technical Community College
- Click Student Account
- Click Account Summary
- Select Payment Options at the bottom of the screen—this will take you to CASHNet where you proceed with your payment.

2. **Payment in person:** Cash, check, and money orders are the only forms of payment accepted at NTCC's cashier window located at a NTCC location.

Financial Responsibility

Any debt owed to the College as a result of the student's failure to make required payments or failure to comply with the terms of the applicable program as governed by Northshore Technical Community College will result in a violation of the terms and conditions. Students with an outstanding balance will not be allowed to register for future semesters or receive academic transcripts until the debt is paid in full. Failure to respond to demands for payment made by Northshore Technical Community College may result in such debts being transferred to the State of Louisiana Attorney General's Office or other outside collection agency for collection. Upon transmittal for collection, the student is responsible for collection/attorney's fees in the amount of thirty-three and one-third percent (33 1/3 percent) of the unpaid debt, and all court costs.

Returned Check (NSF)

The charge for each returned check is \$25. The student's provisional registration shall be cancelled after the return of a check issued to the College through CASHNet for payment of tuition and fees unless payment is made in full or other appropriate action is taken to fulfill the student's financial obligation. Future checks will not be accepted from students issuing an NSF check. Cash, money order, or credit card (CASHNet ONLY) will be required. A student whose registration is cancelled because of the issuance of a bad check to NTCC will not be permitted to re-enroll (even though cancellation of his registration prohibited the earning of any credit) until the financial obligation has been cleared. When registration is cancelled, the student is not allowed to continue attending classes.

Failure to Pay for Courses

If a student fails to pay for courses due to incomplete or inaccurate financial aid information, payment plan default, or a dishonored check, he/she is responsible for full payment in cash or money order for all outstanding tuition and fees. Students unwilling or unable to make full payment will be allowed to drop the courses with a "W" or will be dropped from the courses by the Registrar with an "F". In either case, the student will still owe any outstanding balance. Failure to pay an outstanding balance will prevent the student from obtaining a transcript, award, or other documentation as well as enrolling for future semesters/sessions.

Payment Plan Default

Students may not default on payment plan because they are expecting a PELL or other financial aid award. Students who default on payment plans will have their plan terminated and will not be allowed to participate in payment plans in future semesters.

Refund Policy

Tuition and fees are assessed to all who enroll at the NTCC. This policy covers refunds of tuition, fees, and other charges in the event the college cancels a class or a student withdraws from a class or resigns from the college.

A student who resigns from the college may be entitled to some refund of tuition and certain fees based upon the 14th instructional day of the semester refund policy (7th instructional day of the semester refund policy for summer session). The amount of the refund, if any, will depend upon the amounts paid by the student and the date of withdrawal.

NTCC will first apply refunds to outstanding obligations of the student and then return any remaining funds to the student. At the time of withdrawal, students are responsible for any unpaid portion of their accounts and for any other obligations to the College. At no time will the amount refunded exceed the amount paid by the student.

All refunds shall be made according to this policy and schedule and in accordance with any applicable federal guidelines. Unless otherwise provided by federal guidelines, governing the return to Title IV Funds (Federal Financial Aid), the refund schedule shall not provide for a refund after the official 14th instructional day of the semester for the fall and spring semesters or 7th instructional day of the semester for the summer semester, or alternative sessions.

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

Fall and Spring Resignation Refund Schedule

- Prior to the 1st day of semester: 100% of all fees paid *
- 1st – 4th instructional day of the semester: 75% of refundable fees
- 5th – 10th instructional day of the semester : 50% of refundable fees
- 11th – 14th instructional day of the semester: 25% of refundable fees
- After the 14th instructional day of the semester : No Refund

Summer Resignation Refund Schedule

- Prior to the 1st day of semester: 100% of all fees paid *
- 1st – 2nd instructional day of the semester: 75% of refundable fees
- 3rd – 5th instructional day of the semester: 50% of refundable fees
- 6th – 7th instructional day of the semester: 25% of refundable fees
- After the 7th instructional day of the semester: No Refund

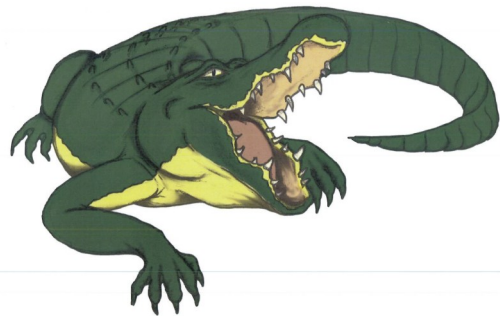
*The following fees are considered refundable: Academic Excellence Fee, Operational Fee, and Technology Fee (if assessed). All other fees are considered non-refundable.

Refunds/Financial Aid Disbursement

All refunds and financial aid are disbursed electronically through a third party company, Higher One financial services. Each first time student receives a NTCC *My Gator Card* debit card from Higher One via mail about 14 days after the semester begins. Upon activation at www.MyGatorCard.com, the student will be given the option to have financial aid and tuition refunds disbursed via the NTCC *My Gator Card*, or an electronic transfer (ACH) to an existing bank account (checking or savings).

The first card and sign up is free. Non-activated replacement cards are \$10 and activated replacement cards are \$20. To order a replacement card that is activated, log on to your account at www.MyGatorCard.com or call Higher One customer service at 1-866-755-4887.

Financial Aid



General Information

The Financial Aid Officer at each campus works closely with all applicants and students seeking financial aid 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 aid source. The Financial Aid Officer works with each agency offering financial aid and the Director of Financial Aid by providing records of student attendance and by recording progress as mandated by each agency.

Go Grant

The Go Grant is a need based grant administered by the Louisiana Office of Student Financial Assistance. It is intended to provide funding for Pell eligible students whose educational expenses are not fully covered by their Pell award. The Financial Aid Officer is responsible for determining eligibility and disbursing funds accordingly.

Louisiana Rehabilitation Services (LRS)

Louisiana Rehabilitation Services provides aid to students who have physical or mental disabilities that result in a barrier to employment. Interested students should contact their regional LRS office.

PELL Grant

The Federal Pell Grant program is designed to provide financial assistance to students attending postsecondary educational institutions. Pell Grant eligibility is based on financial need. Students may receive other forms of financial aid in addition to the Pell Grant in order to meet the full costs of education. Unlike a student loan, Pell Grants do not have to be repaid, as long as students meet certain educational requirements, such as Satisfactory Academic Progress. Students can apply for the Pell Grant at www.fafsa.ed.gov.

Strategies to Empower People (STEP)

Strategies to Empower People (STEP) is a program administered by the Louisiana Department of Social Services, Office of Family Support. It is available to recipients of FITAP (Family Independence Temporary Assistance Program). STEP may assist with the costs of tuition, books, childcare, and transportation. Interested students should contact their local Office of Family Support for more information.

TOPS

The Taylor Opportunity Program for Students (TOPS) is a merit-based scholarship awarded to students based on completion of a particular high school curriculum, ACT or SAT scores, and other requirements. Students can also use TOPS Opportunity, Performance, and Honors awards at the NTCC. Under most circumstances, students must be enrolled full-time to receive TOPS funding. Students must also meet continuation requirements each semester to remain eligible for their TOPS award. Students should contact the Louisiana Office of Student Financial Assistance at <http://www.osfa.la.gov>, for more information on eligibility requirements.

TOPS Tech

TOPS Tech provides tuition assistance for eligible students who are enrolled in courses at the NTCC while being dually enrolled in a Louisiana public high school. Eligible students must be enrolled in a “top demand occupation,” as defined by the Louisiana Office of Student Financial Assistance. Students should contact the Louisiana Office of Student Financial Assistance at <http://www.osfa.la.gov> for more information on eligibility requirements.

Veterans Affairs (VA)

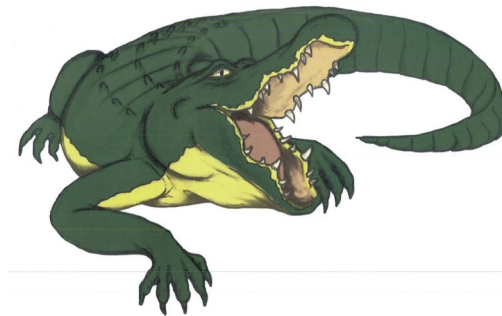
Veterans may use their Educational Benefits at NTCC. Interested applicants or students should visit <http://www.gibill.va.gov> for more information.

Workforce Investment Act—WIA

The Workforce Investment Act is a federal aid program that assists students with costs of training. Costs of tuition, registration fees, books, tools, and uniforms may be covered through the Career Solutions Center in local areas. Eligible participants may also be reimbursed for transportation costs. Eligibility is determined by the local CSC personnel and is based on financial resources. The Financial Aid Officer works with the CSC offices in certifying students for CSC benefits. A student must make application with local CSC offices.

NTCC Gators

Academic Affairs and Policies



Academic Dishonesty

An essential rule in every class at NTCC is that any work for which a student will receive a grade or credit be entirely his/her own or be properly documented to indicate sources. When a student does not follow this rule, he/she is dishonest and undermines the goals of the College. Cheating in any form will not be tolerated. Students must not cheat and/or plagiarize any work submitted for credit, whether prepared in or out of class. Responsibility rests with the student to know the acceptable methods and techniques for proper documentation of sources. Instances of any form of cheating will result in formal College action. Additional information regarding the policies, procedures and sanctions associated with academic misconduct can be found in the Student Handbook. Acts of academic dishonesty include:

Cheating

Cheating is the act of deception by a student who misrepresents his mastery of information on an academic exercise. These acts can be either premeditated or not. Examples include copying or allowing someone else to copy work of another student; using a textbook or other material during an examination; collaboration during an academic exercise or giving or receiving information; and using specially prepared materials during an academic exercise, such as notes or formula lists.

Plagiarism

Plagiarism is the inclusion of someone else's actual words or paraphrases, ideas, or data into one's own work without acknowledging the original source. The included material must have appropriate citations such as footnotes or quotation marks and identification of the sources, published or unpublished, copyrighted or not copyrighted.

Collusion

Collusion is defined as the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the scholastic dishonesty rules. Example: Using another person's computer jump drive despite instructions to the contrary or without authority to do so.

Academic Misconduct

Academic Misconduct is the actual or attempted tampering or misuse of academic records or materials such as transcripts and examinations. Examples include stealing, buying, or otherwise obtaining all or part of an unadministered test or academic exercise; selling, bribing or giving away all or part of an unadministered academic exercise or any information about it; changing or altering a grade book, test, "drop form," or other official academic records of the College which would alter grades; and breaking in and/or entering a building or office for the purpose of changing a grade or tampering in any way with grades or examinations.

Falsification/Fabrication

Falsification/Fabrication is the intentional use of invented information or the falsification of research findings with the intent to deceive. Examples include citation of information not obtained from the source indicated; listing sources in a bibliography not used in the academic exercise; inventing data or source information; submitting as one's own any academic exercise prepared totally or in part for/by another; taking a test for another student or permitting another student to take a test for oneself; submitting work previously used for credit in another course without express permission of the Instructor; and falsifying information on official school documents such as application, financial aid, and/or scholarship forms.

Accessory to Acts of Academic Dishonesty

Accessory to Acts of Academic Dishonesty is the act of facilitating, supporting, or conspiring with another student to commit any form of academic dishonesty.

Due Process/Judicial Procedures

Every LCTCS institution must establish a disciplinary procedure as directed by the Board of Supervisors for the Louisiana Community and Technical College System. The following procedure was developed by NTCC.:

Reporting of Incidents

- All reports of student misconduct shall be made in writing to the Dean of Campus Administration at the campus where the incident occurred and the Dean of Students within five working days of the incident.
- The Dean of Campus Administration shall determine if a violation of the Student Judicial Code has taken place based on the allegation. If an alleged violation is determined to have been committed, a written report to that effect will be made, and this written report will be forwarded within one week of determination to the Dean of Students for review.
- If the Dean of Students concurs with the findings, the Dean of Campus Administration will interview the involved student within five working days or as soon as the student can be contacted and immediate action is required.
- If the Dean of Students does not concur with the findings and determines no violation has occurred, the Dean of Students will discuss the findings with the Dean of Campus Administration. Within five working days of receipt of the determination of violation, a report to that effect will be made, and a written response will be forwarded to the student and grievant that no further action is required.

Immediate Action

Incidents where a disciplinary contract is needed.

- The student will be advised of the decision and of the conditions of the contract. If the student concurs, the proposed contract shall be imposed and the proceedings terminated. A copy of the contract will be placed in the student disciplinary files of the Dean of Students.

Incidents handled through Resolution Conference

- If the Dean of Campus Administration determines that the alleged misconduct requires disciplinary action of minor nature, a Resolution Conference will be held with the student within five working days of the determination. If a resolution is reached, both parties will sign a resolution statement to that effect.
- If the student declines to accept the decision, the student may file a written request for a hearing before the Student Discipline Committee within five working days of the meeting.
- In either case, the Dean of Campus Administration will file a report of the incident and its disposition with the Dean of Students.

Incidents referred to Student Discipline Committee

- If the student cannot be resolved through the resolution conference process, the student will be referred to the Student Discipline Committee of the campus where the alleged incident occurred.
- If the Dean of Students is of the opinion that the matter should be heard by the Student Discipline Committee, the Dean of Students will inform the student that a notice of the hearing will be forthcoming.

Student Discipline Committee Procedures

- In order to protect the student's guaranteed legal rights, the following procedures will be carried out regarding the rights of students who are to appear before the Student Discipline Committee-to face charges for violation of NTCC regulations.
- The student is to be given written notice of charges against him/her by the Chair of the Student Discipline Committee at least 72 hours before the hearing.
- The student is to be afforded an adequate and fair hearing on the charges.
- The student is to be permitted to testify, if he/she so desires, and to present the testimony of any competent witnesses who have personal knowledge of any matters or materials relevant to the charges.
- Both the accuser and the accused will be informed that he or she may bring one personal advisor who may attend and advise the student but may not present the student's case.
- The student has the right to face his/her accuser. The student and the student must be present for the hearing to proceed.
- In the event that the person filing the complaint fails to appear (except in cases of unavoidable emergency) at the hearing, the charges will be dropped and the Chair of the Committee shall so notify the Dean of Campus Administration in writing.
- If the accused student fails to appear after having confirmed written notification of the time/place of the hearing (except in cases of unavoidable emergency), the Committee shall continue with the hearing and make a decision based on evidence presented at the hearing.

- The Chair of the Committee shall file a written report of the Committee's decision with the Dean of Campus Administration and the Vice Chancellor of Student Learning and Development.
- Either the accused student or the person filing the original complaint may, within five working days of notification, appeal the Committee's decision to the Vice Chancellor of Student Learning and Development.
- The student and student will be notified in writing of the Vice Chancellor of Student Learning and Development's decision.
- A copy of this decision will be filed in the judicial file with the Dean of Students and the Vice Chancellor of Student Learning and Development.
- Either the accused student or the person filing the original complaint may, within 10 working days of receipt of the notification, appeal the Vice Chancellor of Student Learning and Development's decision to the Chancellor.
- The student will be notified in writing of the decision of the Chancellor.
- A copy of this decision will be filed in the judicial file in the Chancellor with a copy to the Vice Chancellor of Student Learning and Development and the Dean of Students.
- The final appeal for the accused student at the college level is to the Vice President for Academics at the Louisiana Technical and Community College System Office and must be filed within 10 working days of receipt of the decision of the Chancellor. Copies of this appeal and the Vice President's decision will also be filed in the Chancellor, Vice Chancellor of Student Learning and Development, and Dean of Students.

Student Status Pending Final Action by a Student Discipline Committee

Pending action on charges, the status of the accused student shall not be altered nor his/her right to be present on campus and attend classes suspended, except for reasons relating to his/her physical or emotional safety and well-being or when it is deemed necessary for the protection of the safety of other students, faculty, and/or property. In such an event, the Dean of Campus Administration in consultation with the Dean of Students will decide if a temporary suspension is warranted. The student will have the right to be present at the hearing.

Student Discipline Committee Members

The Student Discipline Committee will be comprised of a minimum of five individuals appointed by the Dean of Campus Administration. Composition of the Committee is to include faculty, students, and administration. The committee shall consist of:

- A committee chair
- The student affairs campus official, or
- One student affairs representative (preferably a counseling department unclassified staff member)
- One faculty representative from the student's major area
- One neutral faculty member and
- One student representative.

Disciplinary Sanctions

Admonition: written reprimand to the student.

Warning Probation: indicates that further violation of regulations will result in more severe disciplinary action.

Disciplinary Probation: indicates that further violations may result in suspension.

Restitution: reimbursement for damage to, or misappropriation of property.

Suspension of Rights and Privileges: an elastic penalty. The Committee may impose limitations or requirements to fit the particular case.

Failing Grade: may be assigned to a student for a course in which the student was found guilty of academic dishonesty.

Suspension: the student is suspended for a specified period of time and may automatically apply for re-entry to the NTCC once this period expires. Student may also have to fulfill special requirements set forth by the Student Discipline Committee prior to re-entry to NTCC.

Expulsion: a student is expelled from the NTCC and may never return to the NTCC.

Falsification of Records

All students must be aware of the importance of supplying correct information on college applications, records, etc. Students should also notify Student Affairs if personal information changes during their enrollment. Students participating in any financial aid program must inform Student Affairs of any changes in circumstances that may alter their eligibility for such financial aid. Falsification of student records may result in dismissal.

Practical Nursing student records are supplied to the State Board of Practical Nurse Examiners. Pharmacy Technician student records are supplied to the Louisiana Board of Pharmacy. 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 Dean of Campus Administration and/or program regulating boards.

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 college campus, on college transportation, or at any college-sponsored function in a specific designated area including but not limited to athletic competitions, dances, parties, or any extracurricular activities, or within 1,000 feet of any college campus. A zero tolerance policy applies.

- A. Whoever commits the crime of carrying a firearm, whether by a student or non student, on school property or in a firearm-free zone shall be imprisoned at hard labor for not more than five years.
- B. Lack of knowledge that the prohibited act occurred on or within 1,000 feet of school shall not be a defense.
- C. School officials shall notify all students and parents of the impact of this legislation and shall post notices of the impact of this section at each major point of entry to the school. These notices shall be maintained as permanent notices.
- D. If a student is detained by the Dean of Campus Administration or other school official for violation of this section or the Dean of Campus Administration or other school official confiscates or seizes a firearm or concealed weapon from a student while upon school property, school function, or on a school bus, the Dean of Campus Administration or other school official in charge at the time of the detention or seizure shall immediately report the detention or seizure to the police department or sheriff's department where the school is located and shall deliver any firearm or weapon seized to that agency.
- E. It is unlawful for any person to cover, remove, deface, alter, or destroy any sign or other marking identifying a firearm-free zone as provided in this section.

Grievance Policy

Any enrolled student has the right to file a grievance when he/she feels unjustly or improperly treated by the College or another student. The process set out here is not intended to initiate disciplinary action against a member of the faculty, staff, or administration, or to alter College policy. In cases involving sexual harassment, discrimination on the basis of race, sex, creed, color, religion, sexual orientation, national origin, age, marital status, pregnancy, veteran's status, or disabling condition, etc., the Dean of Campus Administration shall be responsible for receiving complaints.

Process

- Investigation of the complaint by the Dean of Campus Administration.
- Review by an impartial grievance/hearing committee if warranted.
- An opportunity to present evidence both documentary and testimonial and to present evidence to the contrary.
- The right of the student to be counseled during the proceedings at the student's expense.
- A summary record of the hearing, to be kept by the campus for a period of three years subject to provision of existing privacy and disclosure laws.
- A written recommendation by the hearing committee upon conclusion of the hearing;
- Right of appeal.

Mediation Procedures

Unless the respondent is a faculty member in whose class the student is currently enrolled, a student who wishes to make a complaint under these procedures must within ten days of the alleged either:

- Request an appointment with the Dean of Campus Administration on which the alleged incident occurred; or
- Complete a Student Incident Report and provide that report to the Dean of Campus Administration on which the alleged incident occurred.
- Within five days of the student requesting an appointment of the Campus Dean receiving a completed Student Incident Report, the Dean of Campus Administration meets with the student to discuss the alleged incident.

If, in the opinion of the Dean of Campus Administration, no violation of college policy has occurred, the Dean of Campus Administration will inform the student and make a written record of the discussion he/she had with the student. The student may accept the decision of the Dean of Campus Administration or file a formal grievance.

If the Dean of Campus Administration finds that a violation of college policy may have occurred, the Dean of Campus Administration will offer to:
Hold a Mediation Conference during which the student has an opportunity to discuss his/her complaint with the respondent, the respondent's supervisor, and the Dean of Campus Administration. (The Dean of Campus Administration may serve as both the supervisor and mediator.) Or; Investigate the alleged incident and provide feedback to the student without holding a Mediation Conference; If the incident is deemed to be a potentially serious violation of College policy, provide the student with a Student Grievance Form; encourage the student to complete and return the form within five working days; and forward it to the Grievance Committee.

*Note: If, at the time of the alleged incident, the respondent is a faculty member in whose class the student is enrolled, the student has until ten days following the official end of that semester to provide a completed Student Incident Report to the Dean of Students to discuss the incident.

Mediation Conference

A mediation conference provides an opportunity for the student, respondent, respondent's supervisor, and Dean of Campus Administration to discuss and attempt to resolve the alleged incident without a grievance hearing. When the Dean of Campus Administration has found that a violation might have occurred and the respondent has accepted the offer of a mediation conference, the Dean of Campus Administration establishes a day, time, and location for the conference. She/he notifies in writing, the student, respondent, and respondent's supervisor of the day, time, and location of the conference. In addition, the Dean of Campus Administration provides the respondent and her/his supervisor with a copy of the Student Incident Report, completed by the student, five days prior to the Mediation Conference.

If the respondent chooses not to attend the mediation conference, the Dean of Campus Administration provides the student with a Student Grievance Form, encourages the student to complete and return the form within five days, and forwards it to the appropriate grievance committee. If the respondent chooses to attend the mediation conference and chooses to respond in writing, the respondent uses the Response to Student Incident Report. If the respondent chooses to attend the mediation conference and the complaint is resolved to the satisfaction of the student, the Dean of Campus Administration notes the outcome in the files and so notifies the Dean of Students. If during the Mediation Conference, the complaint cannot be resolved to the satisfaction of the student, the Dean of Campus Administration informs the student that he/she has the option of filing a formal grievance.

Mediation Without a Conference

In these situations, the student must complete the Student Incident Report, and the respondent is strongly encouraged to complete the Response to Student Incident Report.

If the complaint cannot be resolved to the satisfaction of the student, the Dean of Campus Administration informs the student that she/he has the option of filing a formal grievance following.

Grievances

- The Dean of Campus Administration has found a serious violation of College policy might have occurred when one of the following has occurred:
The student has chosen to bypass mediation.
- The respondent has chosen not to attend a scheduled Mediation Conference.
- A student is not satisfied with the outcome of a Mediation Conference.
- The student has completed and returned a Student Grievance Form within five days to the Dean of Students.

The grievance is then referred to the Grievance Committee of the campus on which the alleged incident occurred. Incidents that occur off campus are referred to the Grievance Committee of the campus where the student is enrolled. Prior to forwarding the Student Grievance Form to the Grievance Committee of the campus on which the alleged incident occurred, the Dean of Campus Administration attempts to gather any information relevant to the alleged violation of College policy. Together with the Student Incident Report (if any) and the Student Grievance Form, the Dean of Campus Administration forwards this information to the Grievance Committee. This information might include:

notes from interviews the Dean of Campus Administration conducted with the student, respondent; respondent's supervisor, or witnesses (if any); a brief summary of other grievances or incidents, on file, found to have merit*, against the respondent (if any); a brief summary of any on-file administrative charges of similar behavior, found to have merit*, against the respondent (if any); or the respondent chooses to provide it, his/her written response the Response to Student Grievance Form and any accompanying documentation.

*Note: Only grievances, incidents, and charges which were (at the time of the incident or incident report) discussed by the respondent's supervisor or Dean of Campus Administration with the respondent and which were either acknowledged to have happened by the respondent or found to have occurred through the grievance process may be given to the committee. Cases where the grievance is not settled at the institutional level may be reported to NTCC's accrediting agency, the Council on Occupational Education (COE).

Hazing

By definition, hazing is 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; and kidnapping, paddling, slapping, branding, burning with cigarette, or any such activities which are life-threatening to the individual or are intended to hurt or to physically or mentally humiliate the individual.

No student or student organization shall employ a program of student initiation/pledge education or social events which includes "hazing."

Any violator will be subject to criminal charges and College discipline.

Student Judicial Code

Northshore Technical Community College has the legal right and moral obligation to establish rules for academic and personal conduct and to deny admission to applicants or continued enrollment to students who do not meet/maintain these standards identified as "responsibilities" as well as other rules of the College and its programs. Counseling and/or sanctions will be imposed on students or student organizations that are found in violation of these standards. The NTCC reserves the right to review any action taken by civil or judicial authorities regarding any Northshore Technical Community College student or student organization. All students admitted to the College accept the responsibility to conform to all NTCC policies and regulations.

The College will make every reasonable effort to make the policies and regulations available. Each student is responsible for becoming familiar with and abiding by them. All student disciplinary procedures are in accordance with the policy of the Board of Supervisors for the Louisiana Community and Technical College System.

Purpose

The basic philosophy of the policies and procedures in the Student Judicial Code is one of education and fair, prompt resolution of problems. The focus of the Code is on growth and development of the individual student by encouraging self-control, by publishing clear behavioral guidelines (rules and regulations) and by fostering the rights and privileges of others. Regardless of how a case is processed, the goals are the same: to redirect the behavior of the student in acceptable patterns and to protect the rights of all students and the entire College. There exists a fundamental difference between the nature of the Student Judicial Code and that of criminal law. The Code is not intended to resemble the policies or procedures of the criminal justice system. Rather, it involves a closed, informal hearing. The rules of criminal law are neither required nor necessary to achieve the educational goal of the Student Judicial Code. NTCC is a multicultural community composed of diverse students, faculty, and staff. NTCC will not tolerate harassment of any person or group of persons based on sex, race, color, religion, age, national origin, disability, sexual orientation or marital or veteran status. Each member of the College is held accountable to this standard which is strongly reflected in this Code.

Student Rights

In order to preserve and to guarantee students of NTCC those conditions indispensable to the full achievement of the objectives of higher education in a free democratic society, the College holds the following rights essential to the development of students as individuals and to the fulfillment of their responsibilities as members of society:

- The right of every person to be considered for admission to NTCC without regard to race, color, sex, age, disability, national origin, religious or political beliefs, sexual orientation, or marital or veteran status.
- The right to form and participate in campus, college, local, national, or international organizations for intellectual, religious, social, political, economic or cultural purposes when such organizations do not infringe upon the rights of others.
- The right individually or in association with others to engage freely in off-campus activities, provided they do not claim to represent the College.
- The right to form and maintain democratic student governance.
- The right to use campus facilities, provided the facilities are used for the purpose contracted subject to the approval of the appropriate college official.
- The right of students to invite and hear speakers of their choice subject to the approval of the appropriate College official.
- The right to address concerns in course scheduling, curriculum, or faculty through proper channels.
- The right to due process in all disciplinary matters and the right to appeal to the proper authority or committee.
- Enumeration of certain rights herein shall not be construed as to nullify or limit other rights possessed by students.



Student Responsibilities

It is the responsibility of every student to conduct him/herself in a manner fitting an academic environment. In most cases, the exercise of good sense and judgment prevail. The following acts as set forth by Louisiana Legislative Act and LCTCS Board of Supervisors policy are contrary to acceptable conduct. Any student who commits or attempts to commit any acts such as, but not limited to, the following, will be subject to disciplinary proceedings:

- Intentional obstruction or disruption of teaching, research, administration, disciplinary procedure, or other authorized college event.
- Unauthorized entry into or unauthorized occupation of any college facility.
- Physical abuse or threat thereof against any person on campus or at any college-authorized event, or other conduct which threatens or endangers the health and safety of any such person.
- Theft or damage to personal property or to the property of the College.
- Intentional interference with the right of access to College facilities or with any lawful right of any person on the campus.
- Setting a fire on campus without proper authority.
- Unauthorized use or possession of firearms, ammunition, or other dangerous weapons, substances, or materials on the campus.
- Academic dishonesty, such as cheating or plagiarism.
- Knowingly furnishing false information to the College.
- Forgery, alteration, or misuse of college documents, records or identification;
- Use, possession or distribution of narcotic or dangerous drugs such as marijuana, hallucinogens, and other drugs which are not prescribed or expressly permitted by law.
- Failure to comply with the directives of Campus officials and law enforcement officers acting in performance of their duties or to identify oneself to these officers when requested to do so.
- Conduct which adversely affects the student's suitability as a member of the academic community (such as drunkenness, use of profanity, or disorderly conduct).
- Aiding or inciting others to commit any act set forth above.
- Smoking in any College facility.
- Gambling in any form on college property.
- Use or possession of any alcoholic beverage on campus except at functions as approved by the Chancellor.

- Misuse or Abuse of Computer Equipment, Programs, or Data - Unauthorized use of computing resources or use of computing resources for unauthorized purposes is prohibited. This may include but is not limited to such activities as accessing or copying programs, records, or data belonging to the College or another user without permission; attempting to breach the security of another user's account or deprive another user of access to the College's computing resources; knowingly or carelessly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks; using the College's computing resources for personal or financial gain; allowing non-college personnel access to college computing resources; displaying obscene, lewd, or sexually harassing images or text in use of college computing services; transporting copies of College programs, records, or data to another person or computer site without written authorization; attempting to destroy or modify programs, records or data belonging to the College or another user.

Live-Work Policy

As part of their training, students may be involved in actual “live-work” projects in which competency skills are taught. The College maintains this policy for work done under this premise:

1. Work is limited to property of students, College employees, civic enterprises, and charitable organizations.
2. Requests for work must be approved by the instructor, who will assign a student to the project and note competencies/courses of instruction to be addressed.
3. The Dean of Campus Administration must approve the request.
4. All costs involved in the work (parts, supplies, etc.) must be borne and provided by persons requesting the work.
5. The student performing the work, the instructor supervising the work, or the College will not be liable for losses that might occur in connection with the work.
6. Work Order Request forms are available in the Administrative Office and/or from the program instructor.

Parking and Traffic Policy

Northshore Technical Community College will provide adequate parking space for all students, faculty, staff, and visitors. NTCC will also provide adequate handicap parking and enforce its proper use.

Regulations

- Vehicles are to yield to pedestrians at all times.
- Parking permits are required at all times.
- All students, faculty, staff, and visitors on campus must register for a NTCC parking permit and learn to obey traffic and parking regulations.
- All vehicles on campus must comply with all city ordinances and state laws relating to motor vehicles in order for the NTCC parking permit to be valid.

- Specialty or oversize vehicles may only park in special designated areas by special arrangement with the NTCC campus.
- NTCC parking permits must be visibly placed on the vehicle's review mirror.
- All lost or stolen NTCC parking permits must be reported immediately.
- NTCC parking permits may not be transferred to another individual who is not entitled to it.
- Operation or parking a vehicle on campus without a properly displayed permit will result in the issuance of a citation. Any vehicle receiving three or more citations can be towed at the owner's expense.
- Parking hours are 7:00 am to 10:00 pm Monday through Friday.
- A visitor to campus is defined as a person who is not affiliated with the NTCC as an employee or student. This definition excludes those persons, including spouses and family members, who operate a vehicle on campus for the benefit or convenience of any employee or a student. A visitor who receives a ticket must contact the phone number on the ticket
- Loading zones are designated by signs. These locations are closed to parking except by authorized vehicles at all times. Except for commercial vehicles making deliveries and authorized NTCC vehicles, no one may legally operate or park a vehicle in a loading zone without special permission from the NTCC campus. Flashers must be on at all times when parked in loading zones.
- Parking on a red curb is prohibited at all times. Any vehicle parked, stopped, or standing at any time by a red curb will be ticketed and/or towed.
- Parking at yellow curbs, on or over yellow lines, or at blue curbs, curb cuts, and ramps reserved for the use of wheelchairs is prohibited at all times, to ensure pedestrian and vehicular safety by providing better visibility. Any vehicle parked, stopped, or standing at a blue curb, cut out, or ramp will be ticketed and/or towed.
- Reserved parking spaces, designated by signs or curb lettering, are open only to the person for whom the space has been designated or to a specific vehicle owned by the NTCC. Unauthorized vehicles parked in reserved spaces and/or areas will be ticket and/or towed.
- Only students or employees who have a handicapped/disabled automobile license plate or placard will be eligible for a handicapped parking space. A student may be eligible for a special medical parking if she or he has a temporary medical problem that affects walking. This temporary medical permit may be issued after obtaining appropriate certification from a physician and will be issued a temporary medical permit for a stated period of time. Students needing any additional information about medical parking should contact the NTCC campus.
- All parking rules are in effect during special events unless authorized by a NTCC official. Some areas may be designated as temporary special event parking.

Violations

Traffic and parking violations on campus will result in the issuance of a traffic citation, towing of the vehicle, and/or banning the individual from operating a vehicle on campus.

Citations are written for violations of the NTCC traffic and parking regulations that are not violations of state law include the following:

- Failure to obtain a permit from the NTCC office and to properly display this permit on a vehicle parked on campus. Receipt of three or more unregistered tickets for failure to park with a properly displayed permit can result in that vehicle being towed and the individual being banned from operating a vehicle on campus until all outstanding fines are paid.
- Parking, stopping, or standing in a space reserved for the handicapped/disabled or at a curb cut or ramp marked blue or signed for wheelchairs.
- Parking out of an individual's designated zone, as indicated on the permit.
- Obtaining a permit by fraud or using a permit for other than its authorized purpose.
- Parking, stopping or standing in a fire lane marked with a red curb or storage of a motor vehicle that would cause NTCC to be in violation of the Fire Marshal regulations, parking in such way as to create a hazard or restrict normal vehicular traffic or parking, e.g., parking in the travel portion of a street or the travel lane of a parking lot or an entrance to a parking lot, parking in a service drive not marked for parking, parking in a loading zone, at any place marked "tow away," at a yellow curb or area, in a reserved space, marked "no parking."
- Driving or parking on the lawn, sidewalk, grass areas, or any other area not marked or authorized for motor vehicle parking.
- Failure to park evenly between lines or parking more than one foot from the header or curb.
- Occupying more than one parking space.
- Careless driving, e.g., speeding, backing into a traffic sign, light pole, etc.
- Any hazardous parking or operation of a vehicle not specifically listed as a NTCC citation.

Fines

Citations for violating NTCC regulations are subject to the following:

- All violations result in a \$5.00 fine per violation.
- All violations are subject to vehicle tow.
- All violations are subject to student grades being withheld.
- All violations are subject to a ban from driving on NTC property.

Vehicle Ban

Flagrant violations of the NTCC regulations may result in vehicle ban, which is the loss of the privilege to operate a vehicle on a NTCC campus. A vehicle ban can be issued based on the following:

Vehicle Ban

Flagrant violations of the NTCC regulations may result in vehicle ban, which is the loss of the privilege to operate a vehicle on a NTCC campus. A vehicle ban can be issued based on the following:

- Any combination of the NTC citations totaling three or more, with the duration of the ban to be determined by the facts of each individual case. Once an individual is banned, the total number of unpaid fines must be paid to have the ban lifted.
- Failure to give the correct information to a NTCC campus.

Appeals

Any appeal must be made in a timely manner to the Dean of Campus Administration during normal business hours. Appeals of tows made after the vehicle has been released must be made on the next business day.

NTCC citations may be appealed through the NTCC hearing process, provided that such appeals are filed in writing with the NTCC office within seven calendar days. Failure to file an appeal within the time frame will result in the loss of the right to appeal.

Bicycles

Regulations have been established to provide for the orderly movement and parking of bicycles on campus. In using bicycles on campus, the rights and safety of others should be considered at all time.

- Bicycle riders are subject to the same rules as motor vehicle operators and should ride on the left side of the street, obey all traffic signs, and give hand signals.
- Bicycles will not be ridden on sidewalks and lawns.
- Bicycles will be parked in bicycle racks or in other designated parking areas.
- Bicycles may not be operated or parked inside buildings, on sidewalks, in passageways to buildings, in any location impeding pedestrian and vehicular movement, or in such a way to create a hazard.
- Bicycles will be chained only to bicycle racks.
- Persons violating bicycle regulations will be ticketed and fined. Severe violations may result in the bicycle being impounded.

NTCC is not responsible for the theft or vandalism in NTCC parking lots; students, faculty, staff, and visitors are urged to lock their vehicles at all times while parked on campus.

Student Records and Data

The Family Educational Rights and Privacy Act of 1974, as Amended (FERPA), ensures students access to their educational records maintained by the College, Region or technical college campuses 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.

A student is any individual for whom the College maintains an educational record; the term does not extend to a person who applies for admission until he/she has actually attended within the College.

An individual claiming a student as his/her dependent shall provide to Student Affairs an affidavit satisfactorily stating that the student whose records are requested is a dependent of the affiant, as defined by Section 152 of the Internal Revenue Code of 1954. At the College's discretion, a copy of the IRS Form 1040 may be appropriate. Parents of dependent students have the same rights to access as do students, as noted above.

Educational Records

Records are those records directly related to a student and are maintained by the College or a party acting for the College. The term does not include:

- Records of faculty members, deans, directors, or other College personnel which are in the sole possession of the maker and are not accessible to or revealed to any other individual except a temporary substitute for the maker of the record;
- Records of physicians, psychologists, and other professional persons who provide professional services to the student which are part of the program of instruction of the program area and which are not disclosed to anyone without the student's consent;
- Records containing only information relating to a person, after that person was no longer a student of the College or the campus.

Personally Identifiable Data

This information is that which, when associated with an educational record, allows the record to be identified with a specific person. This information includes:

- The name of the student, the student's parent or other family member, the address of the student or student's family.
- A personal identifier, such as a Social Security number or student number.
- A list of personal characteristics which would make the student's identity easily traceable or other information which would make the student's identity easily traceable.

Directory Data

This information is available to the public or specified sectors, which may or may not be published in the Student Directory or other publications. Directory information is defined as follows:

- Student's name, local address, and telephone number
- Student's home address
- Student's email address
- Date/place of student's birth
- Student's major field of study/classification
- Dates of student's attendance
- Degrees, awards, and honors received by student
- Most recent or previous educational institution attended by the student

Student Request to Withhold Release of Information

Students who wish to withhold any information in these categories should complete a form available in Student Affairs by the seventh class day in any semester and indicate which items should not be considered directory information. The hold will remain in effect until the student requests that it be lifted. Only currently enrolled students may place a hold on the release of directory information. To gain access to their educational records, students must submit a written request which identifies, as precisely as possible, the record(s) the students wish to inspect, or students must provide adequate personal identification to Student Affairs.

Search And Seizure

Lockers and desks are the property of NTCC and are loaned to students for the purpose of assisting them in obtaining an education. As the property of the College, they are subject to search for any contraband at any time upon the reasonable belief of the Dean of Campus Administration that said lockers and desks may contain material which is not allowed on the 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 College 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 the 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 Dean of Campus Administration determines a need for such involvement.

Sexual Harassment Definition And Policy

By definition, sexual harassment is any unsolicited, non-reciprocal behavior that emphasizes an individual's sexuality over her/his function as a worker. On this campus, the potential of sexual harassment exists among students, faculty, and staff. It is the objective of to establish and enforce policies that build a work site where all employees and students are treated fairly and can perform job assignments in a non-threatening environment.

All training programs are open to members of either sex without regard to the traditional sexual identification associated with the occupation. Students are encouraged to consider enrollment in non-traditional training programs.

Any individual who feels that he/she has reason to file a charge of sexual harassment against another member of the college community should meet with the Dean of Campus Administration within seven days of the occurrence of the incident and receive the Human Resources Policy regarding harassment. Posters regarding harassment are posted throughout the campus. Sexual harassment complaints will be processed in accordance with the procedures outlined for grievances.

Student Government Association

Northshore Technical Community College has established Student Government Associations, which operate under a Constitution that is prepared by and for each campus and is approved by the Chancellor. 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. Each Dean of Campus Administration will designate the advisor with the approval of the Dean of Students.

The Dean of Campus Administration in charge of the SGA on each campus has overall responsibility for ensuring that the Student Government Association is administered in accordance with the Board of Regents (BOR) Council of Student Body Presidents (COSBP) Constitution, policies of the Louisiana Community and Technical College System (LCTCS) Board of Supervisors, and the guidelines of this memorandum. This policy and procedures memorandum applies to the Student Government Associations (SGAs) on the Campuses of Northshore Technical Community College and on any campuses that may be developed in the future.

Mission

The mission of the Student Government Association is to provide vital co-curricular activities to enhance individual student development; promote social and recreational activities; promote participation in self-government; and promote the high standard of education at NTCC. The administration of NTCC recognizes the benefits to be derived by the student body and the institution from an active Student Government Association and encourages active participation by all students. Northshore Technical Community College, by vote of the student body and with the approval of the LCTCS Board of Supervisors, has established a self-assessment fee for the fall semester, spring semester, and the summer session as part of each student's registration costs. Because Student Government Associations are approved campus organizations, their activities come under the auspices of the College and necessary procedures and controls must be developed and implemented to ensure SGA functions and activities are in compliance with the policies of the LCTCS Board of Supervisors and statutory requirements of the State of Louisiana.

Membership

All students of NTCC who pay self-assessed fees are members of the SGA. This membership permits students to participate in student-sponsored activities and other benefits financed by student activity fees.

Election and Compensation 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 and the Dean of Campus Administration in charge of the SGA on each campus.

- A waiver of in-state tuition exclusive of self-assessed fees will be granted for the fall and spring semesters and summer session to the four elected SGA officers.
- Tuition waivers for each campus SGA will not exceed the costs of four full-time equivalent students and will remain in effect for the duration of the respective terms of office.
- 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.

In order to run for SGA Office and be elected, the students must:

- Be enrolled in and maintain at least 9 credit hours; SGA presidents who wish to run for the office of Chief CEO must be enrolled in 12 credit hours.
- Be in good academic standing.
- Maintain the required cumulative and semester grade point average (G.P.A.) as deemed by the SGA Constitution. Executive Officers (i.e., President, Vice President, Secretary and Treasurer) must be degree-seeking and may not serve as officers more than two consecutive academic years.

Budget Cycle and Calendar of Events

- During the spring semester, the SGA officers on each campus, under the supervision of the SGA advisors, will prepare the SGA calendar of events for the next academic year and the annual budget to support these activities.
- The proposed budget will be prepared on the budget forms used by the College for its budget, and will be reviewed by the Dean of Campus Administration in charge of the SGA on each campus prior to being presented to the SGA Senate for approval.
- Development of the annual budget is established by vote of the student body at the SGA monthly meeting. The current budget allocation of funds is listed in Attachment A, "Fee Amounts and Budget Allocation of Student Self-Assessed Funds."
- Once the SGA budget has been approved, the SGA calendar of events for the following academic year will be submitted for inclusion in the campus planning calendar.

Functions

- An NTCC Official Function Request Form should be completed at least two weeks prior to a planned event.
- This request will be initiated by the SGA President, approved by the SGA Advisor, and presented to the Dean of Campus Administration in charge of the SGA on the campus, Dean of Students, and the Regional Director for final approval.
- When alcoholic beverages will be served, the Chancellor or his/her designee will grant final approval.

Procurements

General Provision: All financial transactions must follow College and State of Louisiana rules and regulations.

Professional Services Contracts

- If the SGA function or activity requires the expenditure of funds for professional, consulting, or personal services (hiring a band, for example) a Contract for Professional, Personal, or Consulting Services must be completed and processed in accordance with current college policy regarding the use of Professional Services Contracts.
- It is noted that the Chancellor and Senior Vice President for Workforce Development are the final approval authority and his/her signature must be obtained before the contract can be entered into.
- The SGA must submit a professional services contract at least ten days in advance of performance (or services rendered) for approval.

Payment of SGA Contractors

- Each person or group performing services under a Professional Services Contract must submit an invoice covering the services rendered.
- The invoice must include the social security or employer identification number and the address of the person or the group.
- The SGA Advisor will certify that the services were furnished as indicated on the invoice.
- The contractor's invoice with this certification must be submitted to the Finance Office for payment. Additional forms may be necessary for payment.

Travel

- All travel must be authorized through the College's normal professional leave and travel authorization request process.
- Each request must be submitted at least two weeks prior to the conference or activity.

Printing and Photocopying Requests

Requests for printing and photocopying for all Student Government Associations must be approved by the respective SGA advisor in addition to the appropriate signature authorities and proofing channels, as deemed by the College's established policies and procedures on photocopying and printing.

Inventory of SGA Equipment

- All property procured by or assigned to the SGA is property of NTCC and will be tagged with a State of Louisiana identification tag and included on the College's master inventory file.
- Before the end of each spring semester, the SGA Advisor on each campus will obtain from the College's Property Control Officer the official list of all property assigned to that SGA Office. The incoming SGA President, under the supervision of the SGA advisor, will conduct a physical inventory of all property assigned to the SGA office.
- Upon verification of the SGA inventory, the outgoing SGA president will sign for release of and the incoming president will sign to assume responsibility for this property.

Financial Records

- The Finance Office is responsible for maintaining a separate SGA account for self-assessment fees used to finance SGA activities and all SGA expenditures for the main campus and all branch campuses.
- At the end of each fiscal year, all unexpended monies will be available and will carry over into the next fiscal year.
- The Finance Office will provide a Quarterly Statement of Income and Expenditures to the Dean of Campus Administration in charge of the SGA on each campus with a copy to the SGA President.

- Any funds raised through an SGA sponsored event should be deposited in the NTCC's bank account. These funds will be held for the exclusive use of the SGA.

Student Technology Enhancement Program (S.T.E.P.)

Students enrolled in the Northshore Technical Community College contribute to a Student Technology Enhancement Program fee each semester, referred to as Technology Fees. The Technology Fees assist with all major technology efforts of the NTCC that are designed to enhance the learning process for students. This fee was approved by the Student Government Associations of the campus as authorized by the Louisiana Legislature in Spring 1997. The process used to determine which projects or new initiatives are pursued is outlined in this proposal to establish criteria and guidelines for Student Technology Fee proposals.

This policy applies to students, faculty, and staff who are submitting a Technology fee proposal. Technology fees collected by the NTCC will be used for the purpose of enhancing instruction and improving the infrastructure and technical capacity of the NTCC.

Call for Proposals

Funds collected by the NTCC as Student Technology Fees may be used for proposals that fit within the following:

- Maintenance and/or replacement of personal computers used by students or in the instructional process.
- Addition of computer labs, other instructional technology such as video instruction and the electronic classroom and the lab personnel for such labs.
- Student services which may include items such as imaging equipment, student copying center, etc.
- Student life enhancements which may include items such as smart cards, e-mail accounts, web access, etc..
- Maintenance and expansion of network infrastructure, possibly including expansion of network to off-campus sites.
- A maximum of 5% of the total funds may be allocated for consumable supplies. The remaining 95% will be allocated for other technology related campus expenditures.
- Other projects, as approved by the Campus Technology Fee Committee/NTCC Technology Fee Council.

Proposal Format

Each proposal must be described on, Proposal for use of Technology Fees Form (Attachment A—FIN-008). All sections of this form must be completed. There should be one attachment A (FIN-008) form which details each item per campus. There should not be multiple attachment A forms for each item per campus.

A completed requisition form must be attached for each item requested in the proposal. All requested information must appear on the requisition form. The NTCC purchasing procedures should be reviewed and adhered to for each purchase.

Proposals must reach the Dean of Campus Administration or Campus Technology Fee Committee Chair (as appropriate) by the published deadline. No late proposals will be accepted.

Proposal Selection

Student Proposals

Students will submit their proposals to the Student Government Association's (SGA) for their review and recommendation. Student proposals related to academic programs must be submitted through the faculty in that discipline to the Dean of Campus Administration.

Each campus SGA will study each proposal, prioritize each proposal and submit in priority order its recommendations to the Technology Fee Committee for that campus.

Faculty/Staff Proposals

Faculty/Staff will submit their proposals to their Dean of Campus Administration. Each campus will have divisional committees that will evaluate and prioritize proposals submitted to the Dean of Campus Administration. Proposals that are approved at that level will be sent to the NTCC Technology Fee Council for consideration.

Committee Procedures

At the first meeting of the Campus Technology Fee Committee, held in the week following the 14th class day of the fall and spring semesters, the Chair of the Campus Technology Fee Committee will distribute a summary of the funds available in the Technology Fee Account to the Campus Technology Fee Committee members and the NTCC Technology Fee Council.

Funds will be allocated to each campus for consumable supplies. The amount allocated for consumable supplies will be determined by the NTCC Technology Fee Council on an annual basis, with a maximum of 5% of total funds being allocated for consumable supplies.

The remaining 95% will be allocated for other technology related campus expenditures. (Note: Final Expenditure Approval Authority will remain with Chancellor.)

Each campus Technology Fee Committee will review the proposals submitted to that campus dean and make a determination of which proposals it will fund during that semester. If a Campus Technology Fee Committee believes that it needs additional funds for essential projects for that particular semester, the Campus Technology Fee Committee will meet to consider such requests.

Timeline

Two weeks following the Friday of the week of the 14th day of fall and spring, the Campus Technology Fee Committees will begin to accept proposals for the academic year.

In October (for Fall) and March (for Spring), Campus and NTCC Technology Fee Committees meet to review and process proposals.

For March (for Spring), all decisions regarding proposals must be completed to allow for purchases prior to the end of fiscal year deadlines.

Note: At each level of the process, any proposal that is not recommended for funding will be returned to the originator by the group not recommending the proposal. An explanation of why the proposal was not recommended and if appropriate, any suggestions for improving the proposal for resubmission next semester will also be given to the originator of the proposal. Alternate sources of funding will also be suggested if any are known to be available

Requisition Procedures

The NTCC Procedure #FIN-005 for Purchasing and Receiving will be used for all purchases within the NTCC. Each original technology fee proposal should be submitted with each requisition to the NTCC fiscal affairs department.

Funds for consumable supplies as allocated to each campus will be added to each campus; Technology Fee consumable account following the first Campus Technology Fee Committee approved by the appropriate Dean of Campus Administration and the Chancellor.

Requisitions for computer purchases will be reviewed by Chief Information Technology Officer. All technology requests of the NTCC must be aligned with the college-wide technology plan. A designated representative most familiar with the product to be purchased will review all other requisitions for purchases. This review will assist in assuring the most appropriate technology for the purposes outlined in the proposals is being purchased.

Campus Committee Members

Committee evaluates proposals received by the Dean of Campus Administration and makes recommendations to the NTCC Technology Fee Council.

- Dean of Campus Administration (Chair)
- Campus SGA President and Two NTCC Students
- Two Faculty Representatives

Note: The Campus Technology Fee Committee must sign attachment A (FIN-008), proposal for use of Technology Fee.

Technology Fee Council

Council evaluates proposals; submits requisitions for computer purchases to the Chief Information Officer/Designee for review; and makes recommendations to the Chancellor regarding the expenditure of the Technology Fee.

- Vice Chancellor of Student Learning and Development/Designee (Chair)
- Deans of Campus Administration of each NTCC campus
- Chief Information Officer
- Faculty Senate Representative for NTCC
- Regional Chief Executive Officer of the Student Government Association (SGA)

Substance Abuse And Drug-Free Policy

Northshore Technical Community College strictly adheres to the "Student Drug-Free School Policy for Technical College System" established by the LCTCS Board of Supervisors.

NTCC assumes that students have developed mature behavior patterns, positive attitudes, and acceptable conduct conducive to this environment. Therefore, we are committed to maintaining a safe and healthy college free from the influence of substance abuse. As a result, each facility has been designated a Drug/Alcohol-Free Zone. In addition, NTCC complies with the requirements of the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Institute and Communities Act Amendment of 1989.

Each new employee and student is given the following information:

- NTCC's policy of maintaining a drug-free workplace and campus.
- Statement that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited on campus property or as part of any of its activities.
- Description of health risks associated with the use of illicit drugs and the abuse of alcohol.
- Listing of area rehabilitation, treatment, and counseling services.
- A clear statement that the College will impose disciplinary sanctions on students and employees (consistent with local, state and federal law) and a description of those sanctions, up to and including expulsion or termination of employ-

ment/student status, and referral for prosecution, for violations of the standards of conduct (a disciplinary sanction may include the completion of an appropriate rehabilitation program).

- A signature statement that is kept in his/her file.

Technology Resources Policy

NTCC sets forth some important guidelines and restrictions regarding any and all use of the Campuses' Technology Resources. This policy is not exhaustive of all user and institutional responsibilities but is intended to outline certain specific responsibilities that each user and institution acknowledges, accepts, and agrees to follow when using the Technology Resources provided by and/or through the NTCC campuses, as well as those Technology Resources existing throughout the world to which the NTCC provides and/or enables access -Internet access and other computer usage. The NTCC campuses provide Technology Resources for authorized users to support the academic, educational and administrative purposes of the campus. No use of the Technology Resources should conflict with the primary academic, educational and administrative purposes of the NTCC or with applicable laws and regulations. As a condition for access to the Technology Resources, each user is personally responsible for ensuring that each and all of these guidelines are followed.

Technology Resources are defined as including all NTCC owned and/or licensed information technology, technology and related resources, which include computers, printers and related hardware, licensed software, communications, Internet access and all other related resources.

Permissible Use of Technology Resources:

- Use Technology Resources only for authorized purposes in accordance with the Campus' policies and procedures, with federal, state and local laws, and with related laws and authorities governing the use of Technology Resources, software, email and/or similar technology.
- Maintain passwords in confidence and inform the instructor if a breach occurs since log-on IDs and passwords act as electronic signatures.
- Maintain confidential information particularly that prescribed by law, in accordance with appropriate security measures.
- Comply with use policies for Technology Resources throughout the world to which NTCC provides access.
- Be considerate in the use of shared Technology Resources, coordinating with Technology Services for "heavy use" operations that may unduly slow operations for other Users.
- Accept full responsibility for any publication resulting from Technology Resources and/or publishing Web pages and similar resources, including ensuring that all copyrights have been authorized for use.

Impermissible Use of Technology Resources:

- Obtain or use another's log-on ID or password or otherwise access Technology Resources to which authorization has not been validly given.
- Copy, install or use any software, data files or other technology that violates a copyright or license agreement.
- Transmit or participate in chain letters, hoaxes, scams, misguided warnings, pyramid schemes or any other fraudulent or unlawful schemes.
- Utilize Technology Resources, including the Internet and/or email, to access, create, transmit, print or download material that is defamatory, obscene, fraudulent, harassing (including uninvited amorous or sexual messages), threatening, violent, or offensive, such as slurs, epithets, or anything that may be construed as harassment or disparagement based on race, color, national origin, sex, sexual orientation, age, disability, or religious or political beliefs or to access, send, receive, or solicit sexually-oriented messages or images or any other communication prohibited by law or other directive.
- Intentionally copy, download, install or distribute a computer virus, worm, "Trojan Horse" program, or other destructive programs, or otherwise harm systems or engage in any activity that would disrupt services, damage files, or make unauthorized modifications.
- Monopolize or disproportionately use shared Technology Resources, overload systems or networks with endless loops, interfere with others' authorized use, degrade services or otherwise waste computer time, connection time, disk space, printer paper or similar resources.
- Modify or reconfigure any component of Technology Resources without proper LCTCS authorization.
- Accept payments, discounts, free merchandise or services in exchange for any services provided through use of the Technology Resources, unless properly authorized by the NTCC; or otherwise conduct a for-profit, commercial business without properly coordinating with NTCC officials.
- Endanger the security of any Technology Resources or attempt to circumvent any established security measures, such as using a computer program to attempt password decoding.
- Send unsolicited mass mailings or "spamming." Mass mailings to clearly identified groups for official purposes (for example, disseminating administrative announcements, notifying students of educational opportunities) may not be sent without proper authorization.
- Transmit personal comments or statements or post information to newsgroups or Usenet that may be mistaken as the position of the NTCC.
- Utilize Technology Resources to develop, perform and/or perpetuate any unlawful act or to improperly disclose confidential information.
- Install, store or download software from the Internet or Email to NTCC Technology Resources unless such conduct is consistent with the Campus' academic, educational and administrative policies or otherwise properly approved by the Chancellor.

- Copy, impair or remove any software located on any Technology Resources or install any software on any Technology Resources that impairs the function, operation and/or efficiency of any Technology Resources.
- Connect or install any unauthorized hardware or equipment including but not limited to laptops, external drives, etc. to any Technology Resources or network access points without prior written approval from the Chancellor.

Monitoring and Penalties

Use of the NTCC Technology Resources is a privilege, not a right. NTCC reviews and monitors its Technology Resources for compliance with policies, applicable laws and related directives and discloses transactions to investigating authorities and others as warranted. Users should not have any expectation of privacy when using and storing information on the NTCC's Technology Resources and the NTCC specifically reserves the right to review and copy any data or other information stored on any Technology Resources, without notice to any user, by use of forensic computers or otherwise. Violations of this policy may result in penalties, such as terminating access to Technology Resources, NTCC disciplinary action, civil liability and/or criminal sanctions. All Users are specifically prohibited from encrypting files on any Technology Resources or taking any steps that block the NTCC's access to files, other than the use of NTCC passwords or approved encryption programs, unless such conduct is consistent with the NTCC's academic, educational and administrative policies or otherwise properly approved by the LCTCS.

NTCC may monitor all usage of the Internet on or through Technology Resources and all other use of the NTCC's Technology Resources, including, without limitation, reviewing a list of any and all sites accessed by any user and all emails transmitted and/or received on any Technology Resources.

Proprietary Rights and Licenses

Except as may be specifically agreed otherwise by the NTCC, any and all software and materials contained on any NTCC Technology Resources is solely owned by the NTCC, except to the extent that any such materials are licensed to the NTCC by a third-party vendor. Users are forbidden from taking any action that would be in violation of any standard license agreement for any software licensed to the NTCC and contained on any LCTCS Technology Resources, including without limitation, making any unauthorized copies of any such software.

Management has developed and accepted a Security Policy for the Northshore NTCC Information Systems. Anyone requesting access to the NTCC's Information Systems must read and acknowledge this statement.

- If student is unsure whether an action details a security violation, you should report it and discuss with student's instructor and/or administration
- Each User is responsible for the security of NTCC's Information Systems.
- Each User accessing NTCC's Information Systems is bound by the procedures, such as password and account log-on procedures, detailed in the Security Policy.
- Each User should lock his/her workstation by a form of screensaver password, or logout, when away from the workstation.
- Each User should be aware of social engineering, the manipulation to gain information for the purpose of perpetrating fraud or damage to the system.
- Each User should be aware that NTCC personnel may monitor any and all activities without the user's direct consent or knowledge.

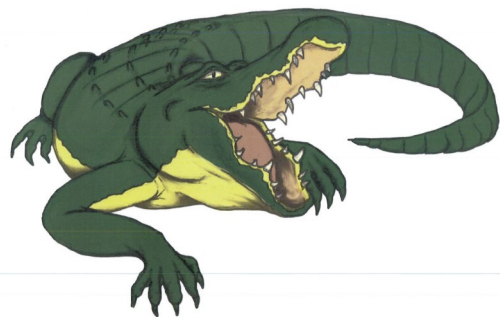
Visitors

Visitors are welcome and are invited to visit the college. Each visitor must sign in with the administrative office before touring the college or visiting classes. A visitor's pass will be issued and returned at the end of the visit. Visitors must adhere to safety policies. Since classes are in progress, visitors should make child care arrangements for small children.

Weapons on Campus

With the exception of duly authorized law enforcement officers, carrying a firearm or dangerous weapon by anyone on campus property, at campus-sponsored functions, or in a firearm-free zone is unlawful, and violators shall be subject to criminal charges and campus discipline. Zero tolerance policy applies on each campus within NTCC.

Programs of Study



| Program | Credentials | Credit Hours | Location |
|----------------------------------------|-------------------------|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Air Conditioning and Refrigeration | TD CTS TCA | 45 | Sullivan Main Campus Hammond Area Branch Campus Slidell Instructional Service Center Behrman Site |
| Automotive Technology | AAS TD CTS TCA | 75 | Sullivan Main Campus Hammond Area Branch Campus Florida Parishes Branch Campus Slidell Instructional Service Center Behrman Site B.B. "Sixty" Rayburn Correctional Center |
| Building Technology | TD CTS TCA | 48 | Sullivan Main Campus Hammond Area Branch Campus Florida Parishes Branch Campus B.B. "Sixty" Rayburn Correctional Center |
| Business Office Technology | AAS TD CTS TCA | 75 | Sullivan Main Campus Hammond Area Branch Campus Florida Parishes Branch Campus |
| Care and Development of Young Children | AAS TD CTS TCA | 75 | Sullivan Main Campus Hammond Area Branch Campus Florida Parishes Branch Campus |
| Collision Repair Technology | TD CTS TCA | 60 | Florida Parishes Branch Campus |
| Criminal Justice | AAS TD CTS TCA | 68 | Sullivan Main Campus Florida Parishes Branch Campus |
| Culinary Arts and Occupations | AAS TD CTS TCA | 60 | Florida Parishes Branch Campus |
| Diesel Powered Equipment Technology | TD CTS TCA | 60 | Sullivan Main Campus |
| Drafting and Design Technology | TD CTS TCA | 60 | Sullivan Main Campus |

| Program | Credentials | Credit Hours | Location |
|------------------------------------|-------------------------|--------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| Electrician | TD CTS TCA | 47 | Hammond Area Branch Campus Florida Parishes Branch Campus |
| Electric Line Technician | TD CTS TCA | 60 | Florida Parishes Branch Campus |
| Emergency Medical Technician/Basic | TCA | 8 | Sullivan Main Campus Hammond Area Branch Campus Florida Parishes Branch Campus |
| General Studies | AGS CGS | 60 | Sullivan Main Campus Hammond Area Branch Campus Florida Parishes Branch Campus Slidell Instructional Service Center Behrman Site |
| ICT: Computer Network Specialist | AAS TD CTS TCA | 75 | Hammond Area Branch Campus Florida Parishes Branch Campus |
| ICT: Computer/Network Support | TD CTS TCA | 60 | Sullivan Main Campus |
| Journeyman Industrial | AAS TD CTS TCA | 65 | Sullivan Main Campus Educational Service Center |
| Juvenile Justice | CTS | 24 | Florida Parishes Branch Campus |
| Machine Tool Technology | TD CTS TCA | 58 | Sullivan Main Campus Hammond Area Branch Campus |
| Medical Assistant | CTS | 30 | Hammond Area Branch Campus Florida Parishes Branch Campus |

| Program | Credentials | Credit Hours | Location |
|-------------------------|------------------|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Nurse Assistant | TCA | 60 | Sullivan Main Campus Hammond Area Branch Campus Florida Parishes Branch Campus Slidell Instructional Service Center Behrman Site |
| Patient Care Technician | CTS | 27 | Sullivan Main Campus Florida Parishes Branch Campus |
| Pharmacy Technician | CTS | 30 | Hammond Area Branch Campus Florida Parishes Branch Campus |
| Practical Nursing | TD CTS TCA | 58 | Sullivan Main Campus Hammond Area Branch Campus Florida Parishes Branch Campus |
| Veterinary Assistant | CTS | 30 | Florida Parishes Branch Campus Slidell Instructional Service Center Vet Site |
| Veterinary Technology | AAS CTS | 69 | Slidell Instructional Service Center Vet Site |
| Welding | TD CTS TCA | 60 | Sullivan Main Campus Hammond Area Branch Campus Florida Parishes Branch Campus Slidell Instructional Service Center Behrman Site B.B. "Sixty" Rayburn Correctional Center |

| Program | Description |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Air Conditioning & Refrigeration | 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 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 | <p>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 program prepares the individual to select, safely use, and maintain hand and power tools, jacks, and hoisting equipment. Instruction in the diagnosis of malfunctions and the repair of engines; fuel, electrical, cooling, and brake systems; drive train; and suspension systems is included. The competencies in the automotive technology program are directly correlated with the knowledge required to prepare an individual for the certification test given by the National Institute for Automotive Service Excellence (ASE). The content is organized into competency-based courses of instruction that specify occupational competencies the individual must successfully complete according to the priorities for tasks established by the National Automotive Technicians Education Foundation (NATEF).</p> <p>The technical courses in the Automotive Technology program are divided into nine concentrations. The Basic Automotive Skills course should be taken prior to beginning any of the additional eight areas of certification, which are arranged to prepare an individual for ASE certification. Upon successful completion of each of the eight areas of certification, a TCA certificate may be awarded for each specific area.</p> |
| Building Technology | This program prepares individuals to keep a building functioning and service a variety of structures including commercial and industrial buildings. The program includes instruction in the basic maintenance and repair skills related to the air conditioning, heating, plumbing, electrical, and other mechanical systems. |

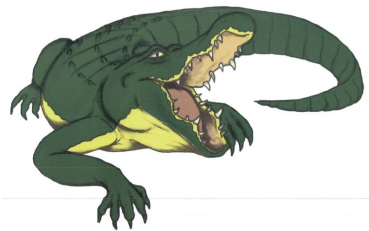
| Program | Description |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Business Office Technology | The mission of the Business Office Technology program is to prepare individuals to perform the duties of special assistants for business executives and top management. Students obtain specialized classroom instruction and practical experience for employment as business office technicians, obtain supplemental training (for persons previously or currently employed as business office technicians, learn to perform the duties of special assistants for business executives and top management, develop knowledge and skills in business communications, principles of business law, public relations, scheduling and travel management, conference and meeting recording, report preparation, office equipment and procedures, office supervisory skills, professional standards, and legal requirements, and develop safe and efficient work practices, basic occupational skills, and employability skills. |
| Care and Development of Young Children | The Care and Development of Young Children program prepares individuals for various levels of employment in child care centers, nursery schools, recreation centers, public school settings, head start programs, or other areas where caring for young children is the principal function. This program focuses on cognitive, physical, emotional, and social growth and development. Developmentally appropriate play activities, curriculum, nutrition, guidance, health/safety, children with special needs, and approaches for teaching as suggested by the National Association for the Education of Young Children (NAEYC) are included. |
| Collision Repair Technology | The purpose of this program is to provide specialized instruction and practical shop experience to prepare students for employment in a variety of jobs in the field of Collision Repair Technology. The Collision Repair Technology program prepares individuals to repair modern vehicles. This includes identification and analysis of damage, measurement, straightening, welding, structural repair and replacement, corrosion, alignment, refinishing, trim and glass replacement, plastic repair, and working with electrical and mechanical components as they pertain to collision repair. |
| Criminal Justice | The purpose of this program is to provide specialized classroom instruction and practical experience to prepare students for employment or promotional opportunities in law enforcement agency positions in crime prevention, public safety, corrections, or other related fields. This program is generally designed to educate students who have graduated from high school and wish to pursue a career in law enforcement or for additional training of individuals already employed in this field. |

| Program | Description |
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| 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. Instruction also includes the use of technical manuals, preventive maintenance procedures, and safe and efficient work practices. |
| Drafting and Design Technology | The program will include freehand sketching, lettering, use of instruments, conventional lines, geometric constructions, dimensioning and notes, orthographic projections, auxiliary views, sections, isometric and oblique projections, perspectives, and intersections and developments. The students will be guided from the theory of drafting to its application in architectural, piping, structural, civil, electrical and electronics, and computer aided drafting. |
| Electrician | <p>The purpose of this program is to provide a basic core of specialized instruction and practical shop experience to prepare students for employment in electrical trades. Students who complete the basic core may choose any of the specialty areas. Specialty areas prepare the graduate as an Industrial Electrician, Marine Electrician, or Commercial Electrician. The Industrial Electrician course will prepare individuals to install, troubleshoot, and repair wiring, electrical equipment, and other electrical devices used in the industrial environment, such as motors (AC and DC drives), transformers, control systems, instruments, PLC's, and lighting systems.</p> <p>All program specialties emphasize safe and efficient work practices, basic occupational skills and are organized into competency-based courses that specify occupational competencies which the student must successfully complete. Each area includes a study of all applicable codes and standards, blueprint reading, wiring diagrams, and installations which are appropriate to the area. All work is performed with an emphasis on shop and work safety.</p> |

| Program | Description |
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| Electric Line Technician | The Electric Line Technician Program prepares individuals to work on utility and construction company line crews. Line Technicians install, repair and maintain transmission and distribution electric power grids. Instruction in this program includes rigging techniques, safety and first aid, electrical theory, transformer hook-up and theory, wire stringing techniques, pole setting, covering techniques, use of rubber protective equipment, and more. |
| Emergency Medical Technician/Basic | This program prepares students to give advanced pre-hospital/emergency care to victims of accidents or medical emergencies in pre-hospital environments. Instruction meets the minimum standards as identified by the U.S. Department of Transportation EMT-Basic national Standard Curriculum and the LA State Bureau of Emergency Medical Services (BEMS). The course is competency/outcome based and instruction includes supervised classroom/labs, preceptor-based clinical and field internship experiences with summative evaluations. Completion of this course of study allows the student to be eligible to take the written and practical national registry examinations through the National Registry of Emergency Medical Technician/Basic. |
| General Studies | The Associate and Certificate in General Studies is designed to provide the flexibility needed to meet the needs of students who have a variety of backgrounds and interests. This program appeals to students who have identified distinct careers but find no matching curricula available and to those who need to explore interests and test their potential for satisfactory performance in selected areas of a curriculum. Students, in conjunction with an advisor, can design a unique program by selecting courses from among several different disciplines while fulfilling the basic degree requirements of the College. |



| Program | Description |
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| ICT: Computer Network Specialist | <p>This program is divided into a basic core area 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.</p> <p>The specialty networking area will prepare students to design, implement, and manage linked systems of computers, peripherals, and associated software to maximize efficiency and productivity. The program includes instruction in operating systems and applications, systems design and analysis, networking theory and solutions, types of networks, network management and control, network and flow optimization, security, configuring, and troubleshooting. Electives will be provided to prepare students to successfully implement, manage, and troubleshoot the ongoing needs of Microsoft Windows® based operating environments.</p> <p>The curriculum provides both knowledge acquisition and skills development for those who are currently working in the information technology field and would like to obtain industry-based certifications or for those who would like to prepare for employment in this field. The program is designed to prepare students to successfully pass national, industry-based exams such as: CompTIA, A+, Network+, Server+, IC3, Microsoft MCSE and Microsoft MCSA.</p> |
| ICT: Computer/Network Support | <p>This program is divided into a basic core area and a specialty programming area. The basic core courses of study enable the student to gain a general knowledge of all areas of the Information and Communications Technology field. The specialty computer/networking area will prepare students to support end users and to successfully troubleshoot operating systems, user desktop environments, and/or local area and wide area networks.</p> |

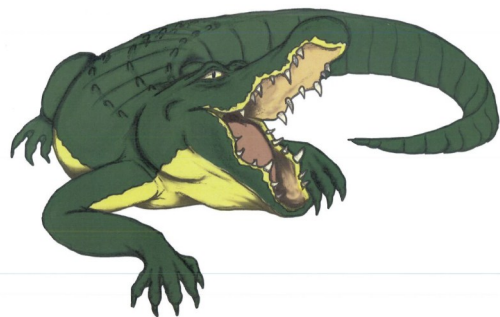


| Program | Description |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Journeyman Industrial | <p>The Journeyman Industrial program aligns with curriculums of the local branches of trade organizations to offer Journeyman Industrial degree options in such fields as pipefitters, pipe welders, plumbers, and electricians. Journeyman Industrial provides students an opportunity to earn an Associate of Applied Science degree while working as an apprentice. The program includes 65 credit hours of apprenticeship training with 6 hours per week of related study in the classroom and 40 hours per week on the job. The curriculum is designed for the student to complete all course work in three, four, or five years, attending class during the fall and spring semesters. Upon successful completion of the program, the student is qualified for employment as a journeyman in the student's selected area.</p> |
| Juvenile Justice | <p>The Juvenile Justice program provides specialized instruction and practical experience to prepare students for employment or promotional opportunities in law enforcement agency positions in crime prevention, public safety, corrections, or other related fields.</p> |
| Machine Tool Technology | <p>The Machine Tool Technology program prepares individuals to shape metal parts on machines such as lathes, grinders, drill presses, and milling machines. Computer numerical controlled machines are also introduced. The program includes making computations for dimensions and cutting feeds and speeds, using precision measuring instruments, laying out parts, and heat treatment of metals.</p> |
| Medical Assistant | <p>This program prepares students for employment in private and large group physician's offices, clinics, hospitals, medical records, laboratories and/ or insurance companies. Supervised/preceptor clinical activities are included. Prior to clinical, the student must present CPR card for Basic Life Support for Health Care Providers. Upon completion of this competency-based program, students are eligible to take the national certification exam from the National Healthcareer Association.</p> |

| Program | Description |
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| Nurse Assistant | The Nurse Assistant Certificate Program prepares students for employment in long-term care facilities, home health agencies, and hospitals where basic bedside nursing care is needed. Classroom instruction includes an introduction to health care, essential OBRA skills required for certification, body structure and function, and the job-seeking process, with an introduction to computer skills, as it relates to the health care industry. Students participate in clinical activities at approved facilities under the supervision of the instructor. Upon successful completion of this program the student will receive a Certificate in Nurse Assistant and will be placed on the LA Nurse Aide Registry. |
| Patient Care Technician | The Patient Care Technician certificate 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 Holter monitoring procedures. All OBRA skill standards are included into this competency-based curriculum. The program consists of classroom/lab instruction and supervised clinical activities. Prior to clinical, the student must present a current CPR card. Students should note that some courses have prerequisites, which must be successfully completed before enrolling into upper level courses and continuing in the program. Upon successful completion of this competency-based program, students may be eligible to take certification exams in Phlebotomy, Electrocardiogram (EKG) Technician, and/or Patient Care Technician through the National Healthcareer Association. Also, student will receive a Certificate in Nurse Assistant and placed on the State of LA Nurse Aide Registry. |
| Pharmacy Technician | The Pharmacy Technician Program prepares individuals for entry-level jobs as a Pharmacy Technician in retail and institutional settings. Graduates may find employment with local community pharmacies, hospitals, retail pharmacies, mail-order drug companies and insurance companies. Students will learn to prepare prescription orders under the supervision of a licensed pharmacist, perform applicable pharmacy calculations, and comply with federal and state regulatory agency laws and regulations. Upon completion of this program students will be able to perform all the duties required in any pharmacy practice setting. Students are also prepared to take the certification exam offered by the Pharmacy Technician Certification Board to become a Certified Pharmacy Technician (CPhT). |

| Program | Description |
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| Practical Nursing | The Practical Nursing program is designed to prepare the student to meet the licensure requirements for Licensed Practical Nurse (LPN), as established by the Louisiana State Board of Practical Nurse Examiners (LSBPNE). The program progresses from simple to complex and consists of classroom instruction, lab practicum and supervised clinical activities in accredited hospitals, nursing homes, and other health care agencies. Upon completion and LSBPNE approval, the student is eligible to sit for the National Council Licensure Examination (NCLEX). |
| Veterinary Assistant | The Veterinary Assistant program prepares individuals for employment in the animal health care profession as a veterinary assistant. The program provides students with clinical experiences in multiple settings to assist with honing of clinical skills and develops knowledge and skill in animal health care that includes the following areas: veterinary office and hospital (clinical) procedures, animal husbandry, nutrition, clinical applications, pharmacy, pharmacology, radiology and ultrasound, surgical and anesthesia basics as well as the human animal bond and some general education courses. |
| Veterinary Technology | Veterinary Technology includes 39 additional credit hours in instruction past the Veterinary Assistant program. It includes advanced programming leading toward the Associate of Applied Science degree. Areas include the following: Pharmacology & Anesthesia, Animal Nursing & Clinical Applications & Lab; Animal Anatomy/Physiology/Terminology & Lab II; Clinical Pathology & Lab; Microbiology/Immunology + Lab; Surgical Nursing & Anesthesia; Clinical Rotation/Work Experience. Upon completion, the student is eligible to sit for the Veterinary Technician National Examination (VTNA). |
| Welding | The Welding program prepares individuals for employment in the field of welding. Instruction is provided in various processes and techniques of welding including oxyfuel cutting, carbon arc cutting, shielded metal arc welding, gas tungsten arc welding, flux-cored arc welding, gas metal arc welding, pipe-welding, plasma arc cutting, blueprint reading, weld symbols, and joints. After completion of this program, the student will have covered the skills designated by the AWS and be prepared to take the AES Entry Level Welder test. |

Faculty



Technical Studies Division

| Name | Credential | Program |
|-------------------------|-------------------|----------------------------------|
| Bankston, Emily | Bachelors | Business Technology |
| Barry, Jill | Masters | Care & Dev of Young Children |
| Blanchard, Louis | High School | Automotive Technology |
| Bourque, Ellis | High School | Journeyman Industrial |
| Boyd, Tony | High School | Electric Line Technician |
| Brown, Owen | High School | Welding |
| Brownlow, Dawn | Bachelors | Business Technology |
| Burst, Christopher | Technical Diploma | Journeyman Industrial |
| Bush, Robert | Associates | Electrician |
| Byers, Julia | Associates | Business Technology |
| Carlton, Hanan | Technical Diploma | Information Technology |
| Carruth, JoEllen | Bachelors | Business Technology |
| Corkern, Mark | Associates | Building Technology |
| Curole, Daniel | Technical Diploma | Journeyman Industrial |
| Dannenfelser, Melissa | Masters | Business Technology |
| Darce, James | High School | Journeyman Industrial |
| Delatte, Earl | Associates | Air Conditioning & Refrigeration |
| Dickens, Sharon | Bachelors | Business Technology |
| Dixon, Edward | Technical Diploma | Journeyman Industrial |
| Durnin, Karly | Associates | Business Technology |
| Flach, Barry | Technical Diploma | Journeyman Industrial |
| Florea, Viorel | Masters | Drafting and Design Technology |
| Foil, Kevin | Associates | Culinary Arts & Occupations |
| Gomez, Daniel | High School | Machine Tool Technology |
| Graves, Phil | Associates | Building Technology |
| Harrell, Karolyn P | Masters | Criminal Justice |
| Harrell, Kim | Masters | Care and Dev of Young Children |
| Harris, Neal | Bachelors | Automotive Technology |
| Hartzog, Randy | High School | Electrician |
| Holliday, Mozell Lavett | Masters | Care and Dev of Young Children |
| Jenkins, Justin | Technical Diploma | Welding |

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|-----------------------|-------------------|-----------------------------------|
| Jennings, Kelly Fagan | Masters | Criminal Justice |
| Keller, Neal | Technical Diploma | Journeyman Industrial |
| Kinchen, Wallace | High School | Welding |
| Lambert, Dewayne | Bachelors | Welding |
| Landry, Nolan | High School | Automotive Technology |
| Laurant, Daniel | Bachelors | Automotive Technology |
| Lee, Stephanie | Bachelors | Business Technology |
| Maki, Galen | Technical Diploma | Air Conditioning & Refrigeration |
| McNabb, Barry | Associates | Welding |
| Michel, Richard | Technical Diploma | Pipe Trades |
| Mingo, Phelsher | Masters | Care and Dev of Young Children |
| Mizell, Tony | Technical Diploma | Welding |
| Morel, Mark | Technical Diploma | Pipe Trades |
| Ngo, Khiem | Technical Diploma | Computer Network Spec |
| Packer, Vanice | Masters | Care and Dev of Young Children |
| Pate, Robert Henry | High School | Construction Trades - Electrician |
| Redding, Anita | Masters | Care and Dev of Young Children |
| Renaud, Anthony | High School | Automotive Tech |
| Rheams, Theresa | Doctorate | Care and Dev of Young Children |
| Rush, Rita | Juris Doctorate | Criminal Justice |
| Singley, Michael | Associates | Diesel Powered Equipment |
| Smith, Allyn | Technical Diploma | Pipe Trades |
| Smith, Phillip | Bachelors | Building Technology Specialist |
| Spears, Louis Wayne | Bachelors | Computer Network Spec |
| Spencer, Deroxolyn | Masters | Child Care & Dev |
| Theriot, Albert | Technical Diploma | Pipe Trades |
| Turlich, Debra | Certificate | Drafting and Design Tech |
| Varnado, Ronald | Technical Diploma | Pipe Trades |
| Wascom, Thomas | High School | Welding |
| Wells, Chelsea | Associates | Computer Network Spec |
| Whorton, Katina | Masters | Criminal Justice |
| Williams, Remy | Bachelors | Computer Network Specialist |
| Winston, Wendy | Bachelors | Building Technology Specialist |
| Witkowski, Paul | Associates | Industrial Machine Shop |
| Zenon, Arlendra | Masters | Care and Dev of Young Children |

Health Sciences Division

| Name | Credential | Program |
|--------------------------|-------------------|----------------------------------------------|
| Brewer, Maria | Technical Diploma | Nursing Assistant |
| Bruno, Debra | Bachelors | Practical Nursing |
| Burnette, Tiffany | Bachelors | Practical Nursing |
| Cangelosi, Amy | Doctorate | Veterinary Technology |
| Carambat, Deborah | Associates | Nursing Assistant |
| Castleberry, Kimberly | Associates | Practical Nursing |
| Chouest, Marie Angelique | Technical Diploma | Medical Assistant |
| Dunham, Kenneth | Associates | Practical Nursing |
| Dunn, Delisa A | Associates | Medical Assistant Patient Care Technician |
| Ellis, Nancy Robinson | Bachelors | Practical Nursing |
| Estes, Sharon | Associates | Practical Nursing |
| Fitzgerald, Barbara | Bachelors | Practical Nursing |
| Haddox, Lora | Bachelors | Nursing Assistant |
| Lang, Beth | Bachelors | Practical Nursing |
| Leat, Annette Gouzien | Associates | Practical Nursing |
| Letard, Bessie | Technical Diploma | Nursing Assistant |
| Marvil, Cassandra | Bachelors | Practical Nursing |
| McGee, Gloria | Associates | Nursing Assistant |
| Mumphrey, Shelia | Associates | Patient Care Technician |
| Needham, Patricia | Associates | Practical Nursing |
| Rodriguez, Sharon | Technical Diploma | Nursing Assistant |
| Skinner, Yolanda | Doctorate | Veterinary Technology |
| Smith, Rebecca | Bachelors | Emergency Medical Technician |
| Veilleux, Anna | Associates | Veterinary Technology |
| Wascom, Patti | Masters | Practical Nursing |
| Whitney, Alissa | Doctorate | Veterinary Technology |
| Williams, Loretta | Certificate | Pharmacy Technician |
| Williams, Loretta L | Certificate | Pharmacy Technician |
| Willingham, Rebecca | Bachelors | Practical Nursing |
| Willoughby, Alisa | Associates | Practical Nursing |
| Winn, Dana Joy | Bachelors | Practical Nursing |

General Education Division

| Name | Credential | Program |
|-----------------------|------------|-------------|
| Arabie, Greg | Masters | Psychology |
| Armand, David | Masters | English |
| Bancroft, Keith | Doctorate | Biology |
| Conrad, James | Masters | History |
| Dardis, Deborah | Masters | Biology |
| Devun, Robert | Masters | Mathematics |
| Hanson, Brian | Masters | Music |
| McGhee, Karen | Masters | Speech |
| Orser, Daniel | Masters | Sociology |
| Pellittieri, Amy | Masters | English |
| Penton, Elizabeth | Doctorate | Biology |
| Rickels, Jo Elizabeth | Masters | Psychology |
| Robinson, Felicia | Masters | English |
| Settoon, Cheryll | Masters | Speech |
| Vance, Charley K | Masters | Speech |

Developmental Studies

| Name | Credential | Program |
|-------------------|------------|-----------------------|
| Johnson, Carolyn | Masters | Developmental Studies |
| Seal, James | Bachelors | Developmental Studies |
| Sylvest, Telisa | Bachelors | Developmental Studies |
| Williams, Chinita | Bachelors | Developmental Studies |

