

Lake
Superior
College

A member of Minnesota State

STUDENT PLANNER

2024 - 2025





A member of Minnesota State

StarID: _____

Email and 0365 Login: _____@go.minnstate.edu
(StarID)

Email Address: _____@my.lsc.edu
(firstname.lastname)

NOTE: Your LSC email is an official form of communication, so please check email frequently to be sure you do not miss important announcements.

Tech ID: _____

NOTE: Your StarID password will expire every 180 days. To update your StarID password, go to the StarID Self-Service Website at starid.minnstate.edu.

FSA ID: _____
(ID for logging into FAFSA)

Update your preferred name: Login to your e-services account and click on account management. Then update your name by selecting "Name and Address Info."



MINNESOTA STATE

An affirmative action, equal opportunity employer and educator

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Welcome to Lake Superior College!

At Lake Superior College, we are here because of you. We strive to provide a friendly, flexible learning environment focused on student success.

You will find courses offered in various formats — we are proud to have one of the largest online learning communities in the Minnesota State system. LSC has an extensive offering of pre-baccalaureate majors for students interested in transferring to four-year educational institutions. We have more than 70+ career and transfer programs for your studies. We partner extensively with local businesses and industries to provide customized workforce training.

Lake Superior College is committed to welcoming students from all backgrounds and allowing students to show up authentically at our institution. Regardless of your sex, race, age, disability, color, creed, national origin, religion, sexual orientation, gender identity, gender expression, marital status, or status concerning public assistance, LSC welcomes you as part of our campus community.

Our Student Life Center helps students stay connected to the campus and each other through more than 35 active clubs and organizations and dozens of activities during the academic year.

Being part of a community means we support each other. Our faculty will get to know you and care about your success. We have a wide range of academic support services available. Advising, counseling, and financial aid information can be found in Student Services. You can find one-on-one peer and professional tutoring and study groups in our Tutoring and Learning Center.

We look forward to you joining our campus community, whether it's through on-ground classroom learning or our online classes. Best of luck with your academic journey!



Important Contact Information

Area code 218 unless noted.

General Information/Main Campus.....	733-7600
Student Services (Phone).....	733-7601
Student Services (FAX)	733-5945
Career Services.....	733-7623
Center for Equity and Inclusion.....	733-5975
Customized Training & Community Education.....	723-5924
Accessibility Services.....	733-7650
Tutoring and Learning Center	733-5927
Erickson Library	733-5912
LSC Foundation (Scholarships).....	733-7707
LSC Store (Bookstore).....	733-7706
Security.....	733-6911
Student Life (Lost and Found)	733-7799
Student Payment Office	733-7610
Student Employment.....	733-5907
Title IX Officer	733-7956
TRIO Student Support Services.....	733-7727
Help Desk/Technology Support Center	733-1016
Veterans Resource Center	733-7662
Wellness Center	733-7605

Career Training Centers

Center for Advanced Aviation (CAA)

Aviation programs

Aviation programs	733-7735
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Emergency Response Training Center (ERTC)

Firefighting/EMT/Truck Driving programs.....

Firefighting/EMT/Truck Driving programs.....	733-1074
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Emails

Academic Advising Team	advising@lsc.edu
Admissions	admissions@lsc.edu
Career Services.....	careerservices@lsc.edu
Executive Diversity Officer	sarah.lyons@lsc.edu
Financial Aid.....	financialaid@lsc.edu
PSEO Advising	pseo@lsc.edu
Records.....	registrar@lsc.edu
Student Payment Office	billing@lsc.edu
Technology Support.....	connect@lsc.edu
Title IX Officer.....	wade.gordon@lsc.edu

Important Academic Dates and Deadlines 2024-2025 School Year

Fall Semester Begins August 26	
First drop for non-payment	08/27/2024
Last day to drop/add - Fall	08/30/2024
End of full refund for Fall	08/30/2024
Drop for non-payment - Fall	08/30/2024
End of 75% refund period for Total Withdraw	09/09/2024
End of 50% refund for Total Withdraw	09/16/2024
End of 25% refund for Total Withdraw	09/23/2024
Spring/Summer registration: Accessibilities/TrioSSS/Veterans	10/07/2024
Spring/Summer registration: 45+ creds	10/09/2024
Spring/Summer registration: 30+ creds	10/11/2024
Spring/Summer registration: 15+ creds	10/14/2024
Spring/Summer registration: 1+ cred	10/16/2024
Spring/Summer registration: Currently enrolled	10/21/2024
Spring/Summer registration: New Student	11/06/2024
Spring/Summer registration: New non-degree	11/13/2024
Fall Graduation Applications Due	12/01/2024
Last Day to Withdraw - Fall	Varies
Spring Semester Begins January 13	
First drop for non-payment - Spring	01/14/2025
Drop for non-payment - Spring	01/17/2025
End of 100% refund for Spring	01/17/2025
Last day to drop / add - Spring	01/17/2025
End of 75% refund period for Total Withdraw	01/27/2025
End of 50% refund for Total Withdraw	02/03/2025
End of 25% refund for Total Withdraw	02/10/2025
Fall Registration: Accessibilities/TrioSSS/Veterans	03/17/2025
Fall Registration: 45+ creds	03/19/2025
Fall Registration: 30+ creds	03/21/2025
Fall Registration: 15+ creds	03/24/2025
Fall Registration: 1+ cred	03/26/2025
Fall Registration: Currently enrolled	03/28/2025
Spring/Summer Graduation Applications Due	03/31/2025
Fall Registration: New Student	04/07/2025
Fall Registration: New non-degree	04/15/2025
Last Day to Withdraw - Spring	Varies
Summer Semester Begins June 9	
Drop for non-payment - Summer	06/10/2025
Drop for non-payment - Summer	06/13/2025
Last day to drop / add - Summer	06/13/2025
End of 50% refund for Total Withdraw	06/23/2025
Last Day to Withdraw - Summer	Varies

February 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
Week #4	Professional Fluency Week					
9	10	11	12	13	14	15
Week #5						
16	17	18	19	20	21	22
Week #6	President's Holiday					
23	24	25	26	27	28	
Week #7	Student Success					

April 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
Week #11						
6	7	8	9	10	11	12
Week #12					DA (4)	
13	14	15	16	17	18	19
Week #13						
20	21	22	23	24	25	26
Week #14						
27	28	29	30			
Week #15						

June 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
	Summer Start					
15	16	17	18	19	20	21
	Juneteenth Holiday					
22	23	24	25	26	27	28
29	30					
	DA = Administratively Assigned Duty Day					Orange = Class Day
	DF = Faculty Assigned Duty Days					

March 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
Week #8						
9	10	11	12	13	14	15
	Spring Break					
16	17	18	19	20	21	22
Week #9						
23	24	25	26	27	28	29
Week #10						
30	31					

May 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
Week #15						
4	5	6	7	8	9	10
Week #16						
11	12	13	14	15	16	17
Week #17			Test	Test	Test	Test
18	19	20	21	22	23	24
	DF (4)	DF (5)				
25	26	27	28	29	30	31
	Memorial Day			Fall	Spring	Total
				75	79	154
				4	4	8
				4	5	9
				TOTALS	83	88
						171

July 2025						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
					July 4th Holiday	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
						Summer End
3	4	5	6	7	8	9
	summer class days = 38					

SHOP THE LSC STORE ONLINE

FOR ALL YOUR COURSE MATERIALS

Shop with confidence, we work directly with faculty to carry correct course materials

LSC has moved to an all online ordering process for course materials.

Many courses have moved to Inclusive Access - an automated lower cost method of receiving digital course materials and e-books. Find more info at lsc.edu/IA

Shop online

- lsc.edu/store
(ordering available 30 days prior to semester start)
- Most students can charge directly to their student accounts
- Choose free in-store pickup or pay to have your order shipped to you.
- Orders will be processed within 2 business days of your order being placed. First you will receive an order confirmation email, then you will receive a second email when your order is ready



Online ordering assistance is available in the store during normal business hours.

lsc_bookstore@lsc.edu
218-733-7706
www.lsc.edu/store

BOOKS • SUPPLIES • APPAREL

How to view or order your course materials

Have a copy of your class schedule
(available in E-Services)

- lsc.edu/store choose blue **Order/View Books** box, **Proceed to Order or View Booklists**
- Read Online Textbook Ordering Information:
 - check **I have read** indication box at bottom
 - click blue **View or Order Textbook** button
- In **Search by Course** box:
 - click **Department** then pick from list
 - click **Course-Section-Instructor** then pick from list,
 - **Ensure course and section are correct, different sections can have different materials**
 - Repeat for each course
- Click **View Your Materials**
- In **Course Materials**:
 - Select the button for each title and type you want
 - click **Add to Cart** button below each title
- Click **Continue Checkout** button, then click **Checkout**
- Read and answer popup messages
- Click **Payment Options**
- Log in to your LSC Store account OR click **Register Here** to Create an account. When creating your account use your 8 digit Tech ID when entering your student ID (do not use your Star ID)
- Choose receive order method of **Pickup Order** or **Ship Order** Fill in payment method pages, chose **Continue** at bottom of each
- To pay with Financial aid (when available) choose "Financial Aid, Third Party, VA" under **Choose Payment Option**
- Click **Submit Payment** to place order. First you will receive an order confirmation email. When your order is ready you will receive a pickup confirmation email

25% OFF
one apparel item



Expires: 12/31/2024

August 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
4	5	6	7
11	12	13	14
18	19	20	21
			Faculty Assigned Duty Day
25	26	27	28
	Fall Semester begins	First drop for non-payment*	

August 2024

THURSDAY	FRIDAY	SATURDAY	NOTES
1	2	3	
8	9	10	
15	16	17	
22	23	24	
Administratively Assigned Duty Day	Administratively Assigned Duty Day		
29	30	31	
	Last day to drop/ add full semester courses	*Do not use this deadline to manage your enrollment. If you do not plan to attend you must be sure your classes are dropped by August 30 to avoid financial liability.	
	End of full refund for Fall		
	2nd drop for non-payment*		

Lake Superior College



Tutoring & Learning Center

Spring/ Fall Hours

Monday - Thursday 8:00 a.m. - 6:00 p.m.

Friday 8:00 a.m. - 4:00 p.m.

Professional and peer tutors provide FREE in person and online academic support when classes are in session. The TLC also offers tutor and student-led study groups and a place to meet your instructor in a neutral environment. Drop in today or go to lsc.edu/TLCBookings to make an appointment.



(218) 733-5927 | lsc.edu/tlc
professionaltutorsupport@lsc.edu

Tutoring | Study Skills | Community

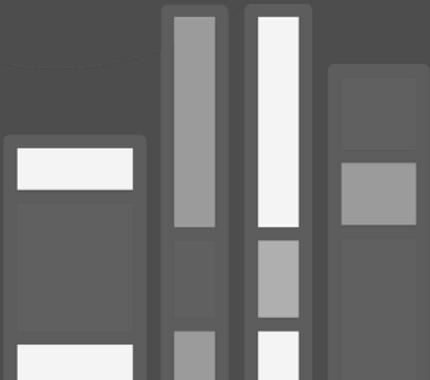
ERICKSON LIBRARY

**Books
Library Databases
Articles
Streaming Media
Computers
Group Study Rooms
Course Textbook Reserves and
More!**

Website: lsc.edu/library

Email: lsclibrary@lsc.edu

Phone: 218-733-5912



September 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
1	2 Labor Day: No classes/ offices closed	3	4
8	9 End of 75% refund for total withdrawal	10	11
15	16 Professional Fluency Week End of 50% refund for total withdrawal	17	18
22	23 End of 25% refund for total withdrawal	24	25
29	30		

September 2024

THURSDAY	FRIDAY	SATURDAY	NOTES
5	6	7	
12	13	14	
19	20	21	
26	27	28	

Spring And Summer Schedule Is Out!

Start planning for Spring and Summer Registration. Make an appointment with your advisor now: lsc.edu/advising

Spring and Summer Registration Dates

Accessibilities / Student Support Services (TRIO) / EOC / Veterans	October 7, 2024
45+ earned credits**	October 09, 2024
30+ earned credits	October 11, 2024
15+ earned credits	October 14, 2024
1+ earned credits	October 16, 2024
Current students	October 21, 2024
New degree seeking students	November 06, 2024
New guest/non-degree seeking students	November 13, 2024

**Earned credits are those that are completed with a grade, not credits you are in progress with this semester.





Student ID Card

Your student ID is free at LSC! Just bring your printed schedule to Student Life. We will take your picture and create a card for you to:

- Check out materials at the Erickson Library
- Use the Wellness Center
- Attend college functions
- Get discounts at area businesses
- Get FREE DTA bus rides anytime, anywhere in the Twin Ports.
- Only currently enrolled students qualify for free rides.

*There is a \$10.00 fee for replacing lost cards. Please pay the Student Payment Office and bring your receipt to Student Life.

Locker Rental

LSC has lockers available to rent for registered students. To rent a locker, pay the locker fee in the Student Payment Office. Bring your locker fee receipt to the Student Life Office to rent a locker.

Locker fees:

- \$20 Fall, spring and summer semesters (summer free with full payment)
- \$10 Fall semester
- \$10 Spring semester
- \$5 Summer Semester

October 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
<p>Check to see if FAFSA is available for 2025-2026 academic year</p>		1	2 Student Success Day
6	7 Spring/Summer registration: Accessibilities/SSS/Veterans	8	9 Spring/Summer registration: 45+ credits
13	14 Spring/Summer registration: 15+ credits	15	16 Spring/Summer registration: 1+ credit
20	21 Spring/Summer registration: Currently enrolled	22	23
27	28	29	30

October 2024

THURSDAY	FRIDAY	SATURDAY	NOTES
3	4	5	Spring/Summer registration opens this month
10	11	12	
	Spring/Summer registration: 30+ credits		
17	18	19	
No classes/offices open	No classes/offices open		
24	25	26	
31			



Coed Rec Sports are free at LSC!

Sports played at the YMCA Downtown Duluth:

- Basketball
- Rock Climbing
- Volleyball

Campus Activities:

- Bean Bag Toss
- ESports Gaming Room
- Miller Creek Hiking Trail
- Ping Pong
- Pool Table

Free Check-out in Student Life:

- Golf Discs
- Snowshoes
- Board Games
- Guitars

Outdoor Recreational Events:

- Hiking
- Snow Tubing
- Snowshoeing



Student Life

An affirmative action, equal opportunity employer and educator. Member of the Minnesota State Colleges and Universities system. To request accommodations and/or this information in alternative formats please contact Student Accessibility Services at (218) 733-7650 (Voice), 1-800-627-3529 (MSR/TTY), or by email at studentaccessibility@lsc.edu.

CENTER FOR EQUITY AND INCLUSION



A SPACE THAT IS YOURS

THE CENTER FOR EQUITY AND INCLUSION, LOCATED ACROSS FROM STUDENT LIFE, IS A SAFE, WELCOMING SPACE THAT IS OPEN TO **ALL** LSC STUDENTS WHO WANT A PLACE TO EXPRESS THEMSELVES, LEARN ABOUT OTHERS, STUDY, EAT, REST AND FIND COMMUNITY. JOIN US AND ENJOY OUR:

- AWESOME STUDENTS WHO USE THIS AREA TO STUDY, EAT, MAKE FRIENDS, PLAY NINTENDO SWITCH AND HANG OUT!
- CULTURAL AWARENESS AND COMMUNITY BUILDING ACTIVITIES
- COMPUTERS, PRINTER, SCANNER, AND STUDY AREAS
- QUIET ROOM FOR MEDITATION, PRAYER OR REFLECTION
- COMMUNITY SUPPORT CONNECTIONS & COLLEGE RESOURCES
- SPACE FOR DEEP, MEANINGFUL CONVERSATIONS
- KITCHENETTE WITH FRIDGE AND MICROWAVE FOR YOUR USE
- HAWKS PANTRY, OPEN TO ALL STUDENTS IN NEED OF FOOD, CLEANING SUPPLIES AND PERSONAL HYGIENE PRODUCTS

AN ADVOCATE FOR YOU

THE DOOR IS (ALMOST!) ALWAYS OPEN TO TALK TO LSC'S DIVERSITY OFFICER

- ADVOCACY FOR CONCERNS OR IDEAS AT LSC OR IN THE COMMUNITY
- RESOURCES TO FURTHER YOUR SOCIAL AWARENESS JOURNEY
- GUIDANCE AND SAFE HAND-OFFS TO PROFESSIONALS AT LSC AND IN OUR COMMUNITY
- A NON-JUDGMENTAL EAR READY TO LISTEN

HOURS: MONDAY-THURSDAY 8-5PM FRIDAY 8-4PM



SARAH.LYONS@LSC.EDU



M125



November 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
3	4	5	6 Spring/Summer registration: New Student
10	11 Veteran's Day: No classes/ offices closed	12	13 Spring/Summer registration: New non-degree
17	18	19	20
24	25	26	27

November 2024

THURSDAY	FRIDAY	SATURDAY	NOTES
	1	2	Check withdrawal deadlines. Most full-term courses have a withdrawal deadline in mid November.
7	8	9	
14	15	16	
21	22	23	
28	29	30	
Thanksgiving observance: No classes/ offices closed	Thanksgiving Break: No classes/ offices closed		

TRIO

Student Support
Services



**TRIO SSS Advisors provide
comprehensive support for your
academic success!**

TRIO SSS assists with:

Academic Advising

Career Exploration

Financial Aid Assistance

Scholarship Applications

Transfer Advising

Tuition Free TRIO FYE

Early Registration

Off-campus Events & Activities

and more!

Apply here to see if you're eligible!

TRIO Student Support Services
218-733-7727 | lsc.edu/TRIO
trio-sss@lsc.edu





Accessibility Services

Accessibility Services supports students with disabilities by providing academic accommodations in efforts to assure equal access to learning. Examples of accommodations may include:

- Less distracting test environment
- Extended test time
- Assistive technology
- Books in alternative format
- Interpreters and hearing systems
- Early registration
- General Support

Please contact us or visit our website for more information

lsc.edu/studentaccessibility

December 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
1 Fall Graduation Application Due	2	3	4
8	9	10	11
15	16	17 Finals	18 Finals
22	23 Faculty Assigned Duty Day	24 Winter Break	25 Holiday: Offices Closed
29	30	31	

December 2024

THURSDAY	FRIDAY	SATURDAY	NOTES
5	6	7	
12	13	14	
19	20	21	
Finals	Finals		
26	27	28	

SHOP THE LSC STORE ONLINE

FOR ALL YOUR COURSE MATERIALS

Shop with confidence, we work directly with faculty to carry correct course materials

LSC has moved to an all online ordering process for course materials.

Many courses have moved to Inclusive Access - an automated lower cost method of receiving digital course materials and e-books. Find more info at lsc.edu/IA

Shop online

- lsc.edu/store
(ordering available 30 days prior to semester start)
- Most students can charge directly to their student accounts
- Choose free in-store pickup or pay to have your order shipped to you.
- Orders will be processed within 2 business days of your order being placed. First you will receive an order confirmation email, then you will receive a second email when your order is ready



Online ordering assistance is available in the store during normal business hours.

lsc_bookstore@lsc.edu
218-733-7706
www.lsc.edu/store

BOOKS • SUPPLIES • APPAREL

How to view or order your course materials

Have a copy of your class schedule
(available in E-Services)

- lsc.edu/store choose blue **Order/View Books** box, **Proceed to Order or View Booklists**
- Read Online Textbook Ordering Information:
 - check **I have read** indication box at bottom
 - click blue **View or Order Textbook** button
- In **Search by Course** box:
 - click **Department** then pick from list
 - click **Course-Section-Instructor** then pick from list,
 - **Ensure course and section are correct, different sections can have different materials**
 - Repeat for each course
- Click **View Your Materials**
- In **Course Materials**:
 - Select the button for each title and type you want
 - click **Add to Cart** button below each title
- Click **Continue Checkout** button, then click **Checkout**
- Read and answer popup messages
- Click **Payment Options**
- Log in to your LSC Store account OR click **Register Here** to Create an account. When creating your account use your 8 digit Tech ID when entering your student ID (do not use your Star ID)
- Choose receive order method of **Pickup Order** or **Ship Order** Fill in payment method pages, chose **Continue** at bottom of each
- To pay with Financial aid (when available) choose "Financial Aid, Third Party, VA" under **Choose Payment Option**
- Click **Submit Payment** to place order. First you will receive an order confirmation email. When your order is ready you will receive a pickup confirmation email

25% OFF
one apparel item



Expires: 12/31/2024

January 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
			1 Holiday: Offices Closed
5	6	7	8
12	13 Spring Semester starts	14 First drop for non-payment - Spring*	15
19	20 MLK Holiday: No classes/ offices closed	21	22
26	27 End of 75% refund period for total withdrawal	28	29

Thinking About Counseling?

Lake Superior College students have access to free mental health services to assist with a variety of life issues.

- Short-term mental health counseling
- Psychoeducation on topics related to mental health
- Crisis intervention
- Referrals & recommendations for community therapy services, assessments, or medication management.

Make An Appointment:

Email: amy.fullerton@lsc.edu

Call: 218-733-6844



Amy Fullerton, MEd., LPCC
Mental Health Professional

Lake Superior College **WELLNESS CENTER**

Wellness Center:

Treadmills, ellipticals and exercise bikes complement a full circuit of resistance machines and strength training equipment including free weights. Also offering free recreational fitness classes and Wellbeats, a virtual, on demand fitness app.

Health Resources:

Free student health and wellness education, promotion, referrals and events on campus! Take advantage of Better You, the free digital coaching app to help you manage your wellness!

Contact Roxanne: roxanne.frederick@lsc.edu



February 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
2	3 End of 50% refund for total withdrawal Professional Fluency Week	4	5
9	10 End of 25% refund for total withdrawal	11	12
16	17 President's Day: No classes/ offices closed	18	19
23	24	25 Student Success Day	26

February 2025

THURSDAY	FRIDAY	SATURDAY	NOTES
		1	
6	7	8	
13	14	15	
20	21	22	
27	28	29	

Fall Schedule Is Out!

Start planning for Fall Registration.
Make an appointment with your
advisor now: **lsc.edu/advising**

Fall Registration Dates

Accessibilities / Student Support Services (TRIO) / EOC / Veterans	March 17, 2025
45+ earned credits**	March 19, 2025
30+ earned credits	March 21, 2025
15+ earned credits	March 24, 2025
1+ earned credits	March 26, 2025
Current students	March 28, 2025
New degree seeking students	April 07, 2025
New guest/non-degree seeking students	April 15, 2025

**Earned credits are those that are completed with a grade, not credits you are in progress with this semester.



ATTN: SPRING & SUMMER GRADUATES

APPLY TO GRADUATE

Apply by **March 31, 2025**

No fee to apply

**Want to learn more?
Attend the Grad Fair**

**The Grad Fair is your
opportunity to:**

- Purchase a cap/gown
- Verify that you have met all graduation requirements
- Speak with representatives from Advising, Records and Career Services



isc.edu/graduation

*Lake
Superior
College*

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March 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
2	3	4	5
9	10 Spring Break: No classes/ offices open	11	12
16	17 Fall registration: Accessibilities/ SSS/Veterans	18	19 Fall registration: 45+ credits
23	24 Fall registration: 15+ credits	25	26 Fall registration: 1+ credits
30	31 Spring/Summer Graduation Applications Due		

March 2025

THURSDAY	FRIDAY	SATURDAY	NOTES
		1	Fall registration opens
6	7	8	
13	14	15	
20	21	22	
	Fall registration: 30+ credits		
27	28	29	
	Fall registration: Currently enrolled		

LAKE SUPERIOR COLLEGE **CAREER SERVICES**



LSC Career Services offers assistance to help you utilize your college education to become employable in the job field of your choice:

- Career exploration
- Interest assessments
- Resume reviewing
- Interviewing tips and skills
- Networking and job search preparations
- And much more

Career Services provides access to an online job board through Handshake with many collaborate career-related events.

(218) 733-7623
careerservices@lsc.edu
Located in "S" Building

Find resources or schedule an appointment at:

lsc.edu/careerservices



Financial Aid

We believe that by equipping students with accurate and timely information about financial aid opportunities, we can empower them to make informed decisions about their education. Lake Superior College's Financial Aid Department is here to partner with you in supporting your students' educational goals. Should you or your students have any questions or require assistance, please do not hesitate to reach out to us. Together, let's ensure that every student has the opportunity to pursue higher education and achieve their dreams.

What we do

- Pell Grants
- State Grant Programs
- Tuition Programs
- Federal Student Loans
- Private Student Loans

More Info

FAFSA
studentaid.gov



Questions?
Financialaid@lsc.edu
218-433-7601

April 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
		1	2
6	7 Fall registration: New Student	8	9
13	14	15 Fall registration: New non- degree	16
20	21	22	23
27	28	29	30

April 2025

THURSDAY	FRIDAY	SATURDAY	NOTES
3	4	5	Check withdrawal deadlines. Most full-term courses have a withdrawal deadline in mid April.
10	11	12	
	Administratively Assigned Duty Day: No Classes		
17	18	19	
24	25	26	





May 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
4	5	6	7
11	12	13	14
			Finals
18	19	20	21
	Commencement Faculty Assigned Duty Day	Faculty Assigned Duty Day	
25	26	27	28
	Memorial Day: Offices closed		

May 2025

THURSDAY	FRIDAY	SATURDAY	NOTES
1	2	3	Congratulations Graduates
8	9	10	
15	16	17	
Finals	Finals	Finals	
22	23	24	
29	30	31	

June 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
1	2	3	4
8	9 Summer session begins	10 Drop for non-payment - Summer*	11
15	16	17	18
22	23 End of 50% refund for total withdrawal	24	25
29	30		

July 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
		1	2
6	7	8	9
13	14	15	16
20	21	22	23
27	28	29	30

July 2025

THURSDAY	FRIDAY	SATURDAY	NOTES
3	4	5	
	Independence Day Holiday: No classes/ offices closed		
10	11	12	
17	18	19	
24	25	26	
31			

Lake Superior College Policy Information:

IMPORTANT: The following pages go over some of the critical policies that students need to be aware of. These pages are informational and are intended to help students understand the policies that most affect them as new students. The information on the following pages does NOT take the place of the official policy and is NOT a complete list of all policies/procedures that students must adhere to. All official policy information is available online at <https://www.lsc.edu/policies>.

ADD/DROP/WITHDRAW POLICY

(Policy/Procedure 3.11)

Before the semester starts, students can change their schedules and adjust their classes as much as they wish. However, once the semester starts, students only have the first 5 days for full-term classes to make final adjustments to their schedule. This is called the "Add/Drop Period." You only have this timeframe to adjust and finalize your classes without financial and academic ramifications. Missing this important deadline can be costly. Keep in mind that the Add/Drop Period varies for classes shorter than a full term.

Add/Drop Period for Full Term Courses:

Students may add and/or drop full-term courses through the fifth (5th) academic calendar day of the term. Students will not be charged tuition and certain fees for courses dropped within this timeframe, and the courses do not appear on their transcripts. Additions or Drops must be processed by the close of business on the 5th day of the term (11:59 p.m.).

Add/Drop Period for Short Term/Late Start Courses

Classes that do not run the entire semester must be dropped within one business day of the first class session. That drop must be processed by the close of business on the day after the course begins (11:59 p.m.).

**If your course is only a weekend course, you must drop it prior to the start date.

*** Please be advised that dropping a late start course after financial aid has been disbursed could affect your aid for the semester. Also, adding a late start course after financial aid has been disbursed will not adjust a student's financial aid, and the student should be prepared to pay for that course.

Students are responsible for the management of their schedules online in e-Services. ADVISORS CANNOT ADD OR DROP A COURSE FOR YOU.

WITHDRAWING

After the Add/Drop Period, students can still "withdraw" from a course or courses. These courses will show a grade of "W" on the student transcript. A grade of "W" does not negatively affect GPA but does affect completion rate.

Partial Withdrawals

Withdrawing from a portion of semester courses does not entitle the student to any refund or reduction in tuition and fees. Withdrawing from a course or courses negatively affects a student's completion rate but does not affect GPA.

Total Withdrawals

A total withdrawal means that a student withdraws from all their courses (at the same time). If this withdrawal happens early in the semester, students may be eligible for a refund of a portion of the related tuition and fees.

Total withdrawal refunds for Fall/Spring Terms:

6th - 10th business day of the term: 75%

11th - 15th business day of the term: 50%

16th - 20th business day of the term: 25%

After 20th business day of the term: 0%

Summer Term:

6th through 10th business day of the term: 50%

After the 10th business day of the term: 0%

Partial or Total Withdrawal from courses can affect financial aid. When you are considering a withdrawal, we highly recommend you speak to an advisor to see how it will affect your overall standing at LSC.

FAILURE FOR NON-ATTENDANCE

(Procedure 3.17.4)

If you miss too many classes, you can earn an "FN" or "Failure for Non-Attendance" grade and permanently damage your academic record.

This will happen when the student fails to engage in any academically-related activity for 14 consecutive calendar days. For courses lasting eight or fewer weeks, non-attendance also occurs when the instructor determines that the student's failure to engage in academically-related activities is such that the student can no longer be successful in the course, even though the non-attendance has continued for fewer than 14 consecutive calendar days. This policy is also enforced for online classes.

If a student is assigned a grade of FN, they may change it to a withdrawal utilizing the student registration system before the final withdrawal date of the course.

TUITION/FEES & PAYMENT

(Policy 5.12 Procedure 5.12.0)

A college education is an investment in your future. Understanding the costs involved in your education and making good financial decisions now is critical to your long-term success through college and beyond.

Students have access to their bill in their e-Services account once they have registered for classes. It is a student's responsibility to check their bill and be sure they understand the costs associated with their education as well as have a plan to cover those costs.



PAYMENT DEADLINES/POLICIES

(Policy 5.12 Procedure 5.12.0-5.12.5)

Lake Superior College has established payment deadlines for each term. The college will drop all classes for students who have not met payment criteria.

Payment criteria are as follows:

1. Student has paid in full
2. Student has FAFSA results on file
3. Student has a payment plan on file
4. Student has Veteran Benefits in place
5. Student has third-party funding in place
6. Student has a scholarship in place

The college shall grant an extension of the payment due date for students who have filed and are awaiting properly approved financial aid from federal, state, or other third-party sources.

******Students should never assume that this policy will drop them from their classes! If they no longer plan on attending, students must still drop their classes online in e-Services prior to the deadline, or they will be financially responsible for the cost.***

Payment Plan Information

Students have the option to set up a payment plan to pay for tuition and fees. Payment plans are set up online. To find out more information about the payment plans and to learn about payment plan deadlines, visit: www.lsc.edu and click on "Paying for College," and then click on the "e-Cashier - Payment Plan" link. Book costs can also be added to your payment plan.

Payment plans can also be used in cases when a student doesn't get enough financial aid to cover their entire balance. They can enroll in a payment plan to take care of the remainder.

Late Fees

Lake Superior College charges a fee for late payment of tuition and/or fees. Late fees are assessed on the 25th business day and at the end of each semester. Students with partial financial aid funding must make payment arrangements. A late fee is charged for late payment under an approved payment plan. Only one late fee is assessed per student per semester. At least one late fee is assessed to any student sent to the Department of Revenue for collections.

MEASURING SUCCESS AT LSC

(Policy 2.9 Procedure 2.9.1)

Lake Superior College requires that students make satisfactory academic progress toward a degree, diploma, or certificate to remain in good standing. Additionally, federal law requires that a recipient of State or Federal Financial Aid make satisfactory academic progress toward a program (AA, AFA, AAS, AS degree, diploma, or certificate) to remain eligible for aid.

Grade Point Average (GPA): All students are required to maintain a minimum cumulative GPA of 2.0. All credits are included in the calculations. Grades of A, B, C, D, F, and FN will be included in the GPA calculation.

Completion Rate: All students are also required to complete a minimum of 67% of cumulative registered credits.

FAILURE TO MEET STANDARDS

Financial Aid and Academic Warning

If a student goes below a 2.0 cumulative GPA or 67% cumulative completion rate at the end of a semester, they will be placed on Academic and Financial Aid Warning for their next semester. If, at the end of the warning semester, a student has brought both their cumulative GPA and cumulative completion rate back to standards, they will no longer be on warning and will once again be considered in "good academic standing."

Financial Aid and Academic Suspension of Students on Warning Status

If, at the end of the warning semester, a student has not met both the institution's cumulative grade point average and completion percentage standards, the student will be suspended both academically and from financial aid immediately. That student will be required to sit out for a semester and must meet with an advisor to form an Academic Success Plan prior to being allowed to register.

In most cases, the student will not have access to financial aid again until they have completed 6 credits with a 2.5 or higher GPA and paid out of pocket for those credits or successfully appealed their suspension(s).

Academic Probation

Upon completion of the required sit-out period and an academic success plan, a suspended student will be placed on Academic Probation. The student can remain enrolled as long as they maintain a 2.5 semester GPA and 100% completion of all classes they attempt while on probation. Students will be taken off of academic probation once they have raised their cumulative GPA to 2.0 and their cumulative completion rate to 67%. Your academic standing is critical to your continued enrollment at Lake Superior College. Please take this policy seriously and be sure you access campus resources if you are running into difficulties.

150% Maximum Timeframe for Program Completion

All students are expected to complete their program within an acceptable period of time. The maximum timeframe for financial aid recipients is 150% of the published credit length of their program. For example, the maximum timeframe for a 60-credit program is 90 attempted credits. Up to 30 non-repeated attempted credits of developmental and ESL courses earned with a "C" or better are exempt from a student's 150% completion timeframe.

FINANCIAL AID BASICS

LSC FEDERAL SCHOOL CODE: 005757

The primary purpose of Federal Student Aid is to provide financial assistance for students who may not be able to afford college.

To be considered for Federal Student Aid, students must complete the "Free Application for Federal Student Aid" or FAFSA. An easy way to access everything you need is through LSC's Financial Aid website: <https://www.lsc.edu/financial-aid>

Financial Aid Process

- Completing your FAFSA does NOT automatically qualify you for Financial Aid. It is the FIRST step. *It takes about 5 business days for LSC to receive your FAFSA once it has been submitted online.*
- We may require additional information after we receive your FAFSA. *If we require additional information, we will contact you via your LSC email and through letters sent to your permanent address once it has been submitted.*
- Both you and your parent (if dependent) will need an FSA ID and password to electronically sign the FAFSA, student loan MPN, and Plus Loan. Go to www.studentaid.gov to set up an FSA ID and password or to reset your login information if you have forgotten it.

Financial Aid Offer: Once your Federal Student Aid is fully processed, you will receive a Financial Aid Offer from LSC in your e-Services. This will explain what grants and/or loans you may be eligible for.

Financial Aid Disbursements: Financial Aid is disbursed to student accounts at the end of the add/drop period and is automatically used to pay their tuition and fees. All financial aid is dependent on enrollment. If you add or drop a course throughout the semester, that will impact your aid. Sometimes students have more funding coming in than their tuition and fees bill. This extra funding is called an overage or a refund, and students will receive those funds to support their education.

Financial Aid refunds are sent to our refund partner, BankMobile, within a week after it has been placed on the student's account.

BankMobile Disbursements

Your school has partnered with BankMobile to deliver refunds and offer you smarter ways to manage your money.



1 Check your mail for the bright green envelope. Don't have one? Check Where's My Refund Selection Kit!

2 Locate your Personal Code found inside the envelope to select your refund preference. Sometimes we email you the personal code. Hint, it will look like: ABCD-1234-5678

3 Click Let's Get Started below. Your choices for refund delivery are just a few clicks away!

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

(Policy 1B.1) Subpart B

Lake Superior College is committed to affirmative action efforts and providing equal employment opportunity to all employees and applicants in accordance with equal opportunity and affirmative action laws. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in programs, services, and activities with regard to a protected class status (i.e. race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, veteran status, familial status, and membership or activity in a local human rights commission). In addition, discrimination in employment based on familial status or membership or activity in a local commission as defined by law is prohibited. The college's policy is to provide an employment environment free of discriminatory harassment as prohibited by federal, state, and local human rights laws. Visit www.lsc.edu/policies for the full policy and the list of applicable protected classes. Visit <https://www.lsc.edu/1b11> to submit a complaint or concern.

STUDENT CODE OF CONDUCT

(Policy 3.6)

Part 1: The Lake Superior College Student Code of Conduct serves two purposes: the first purpose is to serve as a guide for student behavior; the second purpose is to outline the procedures to be followed, both by students and college officials, should violations of the Code occur. It is expected that all students will read this code and will be responsible for knowing and abiding by its content.

In the eyes of the College, two authorities guide a student's conduct while on campus or while participating in off-campus, college-sponsored activities. First, as a citizen of the larger community, each student is expected to abide by the rules, regulations, and policies of the College as well as local, state, and federal laws.

Part 2: Lake Superior College may hold students accountable for a violation of the behavioral proscriptions contained in their Student Codes of Conduct committed off campus when:

1. Hazing is involved; or
2. The violation is committed while participating in a college sanctioned or sponsored activity; or The victim of the violation is a member of the college community; or
3. The violation constitutes a felony under state or federal law; or
4. The violation adversely affects the educational, research, or service functions of the college.

As an institution dedicated to teaching and learning, Lake Superior College has a vested interest in maintaining an environment in which students are free to pursue their academic interests and responsibilities. Conduct that unreasonably restricts such freedom and interferes with the College mission of promoting student learning is subject to regulation and/or sanction by the College. The creation of such an

environment is premised on the assumption that students have both rights and responsibilities. Therefore, a major function of the College is to guarantee student rights, yet to demand student responsibility.

Part 3: Students found to be responsible for a conduct violation shall be provided an avenue of appeal within the institution. In addition, in cases involving sanctions of suspension for 10 days or longer, students shall be informed of their right to a contested case hearing under Minnesota State Statute 14.

To access the full policy and procedure language, please go to <https://www.lsc.edu/policies/> and look for Policy 3.6 and procedure 3.6.1

STUDENT RIGHTS AND RESPONSIBILITIES

(Policy 3.1)

Part 1: Freedom to Learn. In addition to the basic constitutional rights enjoyed by all citizens, Lake Superior College students have specific rights related to academic freedom and their status as students. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students are expected to exercise their freedom with responsibility.

Part 2: Freedom of Expression. Individual students and student organizations shall be free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They shall be free to support causes by orderly means that do not disrupt the regular and essential operation of the institution. In the classroom, students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

Part 3: Freedom of Association. Students shall be free to organize and join organizations to promote their common and lawful interests, subject to institutional policies or regulations. Registration or recognition may be withheld or withdrawn from organizations that violate institutional regulations.

Part 4: Student-Sponsored Forums. Students shall have the right to assemble, to select speakers, and to discuss issues of their choice. The College shall establish reasonable time, place and manner restrictions to assure that the assembly does not substantially disrupt the work of the institution or does not interfere with the opportunity of other students to obtain an education or otherwise infringe upon the rights of others. Such regulations shall not be used as a means of censorship. The President or designee may prohibit any forum when holding the event, in his or her judgment, would result in physical harm or threat of physical harm to persons or property. Prior to any such prohibition, the President shall make his or her best effort to consult with a designated member of the student association.

Part 5: Student Publications. Student-funded publications shall be free of censorship and advance approval of copy, and their editors and managers shall be free to develop their own editorial and news coverage policies. Editors and managers of student publications shall be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval

of editorial policy or content. The student fee allocation process shall not be used as a means of editorial control of student-funded publications. All student publications shall explicitly state on the editorial page that the opinions there expressed are not necessarily those of the College, system, or student body.

Part 6: Student Policies. The policies of the college regarding student expectations, rights and responsibilities shall be readily accessible to students.

Part 7: Catalog and Course Information. To the extent possible, students will be provided relevant and accurate information regarding courses prior to enrollment. Catalog descriptions will be accurate and based on information existing at the time of publication. To the extent possible, class schedules will list the names of faculty teaching courses.

Part 8: Student Academic Standing Information. Students shall have access to accurate information for establishing and maintaining acceptable academic standing, information which will enable students to determine their individual academic standing, and information regarding graduation requirements.

Part 9: Academic Evaluation. Student academic performance shall be evaluated solely on the basis of academic standards, including any requirements that are noted in the catalog, course syllabus, or Student Handbook. Students shall have protection against prejudiced or capricious evaluation and shall not be evaluated on the basis of opinions or conduct in matters unrelated to academic standards. Students shall have the right to review their corrected examinations or other required assignments used by the faculty in evaluating the student's academic performance.

Part 10: Property Rights. Term papers, essays, projects, works of art, and similar property, including property in which the student has intellectual property rights pursuant to Minnesota State policy 3.26, shall be returned to a student upon request, within a reasonable timeframe, when no longer needed for evaluation purposes, unless the student grants written permission for them to be retained.

Part 11: Student Review and Consultation. Students shall have the right to appropriate levels of participation in college decision-making pursuant to Policy 2.3 and Procedure 2.3.1, Student Involvement in Decision-Making.

Date Implemented: November 4, 2004 **Date Updated:** September 2006
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Date Implemented: November 4, 2004 **Date Updated:** September 2006

VOTER REGISTRATION INFORMATION

To vote in Minnesota, you must be a U.S. citizen, at least 18 years old on Election Day, and a resident of Minnesota for at least 20 days. If you had a felony conviction, you can vote if you are not currently incarcerated, even if you are on probation or parole.

Paying out-of-state tuition or having a driver's license from another state does not necessarily mean you can't vote in Minnesota.

You should register to vote from the address you currently consider home. For many students, this may be your local address or a parent's house. If you are "away" at college, and don't consider your parent's house as home, then you should register to vote where you live at school.

If you do not consider your local address to be your home, you can apply to vote by mail with an absentee ballot.

You'll find more detailed information here: <https://www.lsc.edu/vote>



Career Training Centers



Center for Advanced Aviation
4960 Airport Road, Hanger #103
Duluth, MN 55811



Emergency Response Training Center
Truck Driving Center
11501 Highway 23 Duluth, MN 55808



Lake Superior College



A member of Minnesota State

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