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Enrollment Services

Staying Connected!!!!

Logging into LoLA

- Go to LDCC's homepage www.ladelta.edu and click LoLA 
- Enter your User Name and Password
 - If you don't know either, click on "Don't know your username?" or "Don't know your password?"
 - Enter your social security number and date of birth
 - Reset password if needed

Register for Classes on LoLA

- Under Self Service, click on Louisiana Delta Community College
- Under Main Menu, click on Student
- Click Registration
- Click Add, Drop or Withdraw Classes
- Select a term (summer or fall)
- Enter the CRN directly or click Class Search
- Search by subject, course number, location, etc.
- Check the box of your desired class and click Register
- After registering for all your selected courses, click Return to Menu then Concise Student Schedule to view your final schedule

View & Pay Your Bill on LoLA

- Click on Student, Student Account, then Account Summary (fall bills will be available mid-July)
- Click Payment Options
- Select "Pay Now" to pay in full
OR
- Select "Enroll in Payment Plan" to sign up for the payment plan

View your Financial Aid on LoLA

- Click on your Financial Aid tab
- Select Financial Aid Status

Canvas Login – LDCC’s Learning Management System

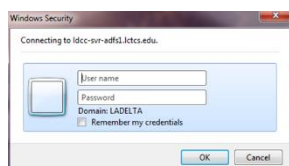
- Login your LoLA account
- From your LoLA home page, under Canvas Learning Management System, click on the Louisiana Delta Community College link
- Enter your LoLA username/password
- Your classes will be available shortly

MY.LADELTA Email System

Logging into your MY.LADELTA email account:

(You must access your email account through Internet Explorer only)

- Go to www.ladelta.edu
- On the top left, click “Students,” then click on “Check your EMAIL”
- Your log in name is your LoLA username @my.ladelta.edu
- Hit enter (it will redirect you to a pop up box that looks like this):




- You will re-enter your username and enter your password for your LoLA.
- When you log in for the very first time you will be prompted to select a time zone do so and save and you will have access to your email account.

Email Address: _____@my.ladelta.edu

Email Password: _____

Enrollment Services

Course Information

Class Registration – Delta uses web registration through Log On Louisiana ([LoLA](#)). The link (<https://my.lctcs.edu/cp/home/displaylogin>) can be found on Delta’s home page in the top right hand corner . To register, students must complete academic advising, pay outstanding fees, and must not be academically ineligible to register. The Delta [Schedule](#) of Classes is available online a few weeks before registration begins. Registration will be open as per our academic [calendar](#) on our website. Please call the Registrar’s Office with any questions at 318-345-9003.

Course Load – The number of credit hours attempted determines a student’s classification as either full-time or part-time.

<u>Enrollment Status</u>	<u>Semester</u>	<u>Credit Hours</u>
Less than half time	Fall/Spring	1-5
Half time	Fall/Spring	6-8
Three-quarter time	Fall/Spring	9-11
Full time	Fall/Spring	12 or more
Less than half time	Summer	1-2
Half time	Summer	3
Full time	Summer	6 or more

Only an exceptional student, upon approval from the Program Director and Division Chair, may enroll in more than 18 credit hours in the Fall/Spring semester or 12 hours in the summer semester (6 hours per 5 week session). The maximum allowable course load is 21 credit hours (13 hours in the summer session).

Grading System

Definitions:

Quality Hours – Credit courses that carry a grade of P, CR and S are included in earned hours but not quality hours. Courses that a student registers for but later withdraws from with a grade of W are included in attempted hours but not in quality hours. Credit hours for which a student registers and receives a grade of A through F are included in quality hours.

Cumulative Quality Hours – Hours for which a student registers for and receives a grade of A through F at Delta, as well as quality hours accepted in transfer (including hours that would have been accepted had the student not earned a grade of F).

Adjusted Quality Hours—Credit hours for which a student registers and receives a grade of A through F, excluding those credit hours removed from the calculation of a student's grade point average through a repeat/ delete policy and /or those credit hours removed through academic renewal.

Adjusted Cumulative Grade Point Average—This GPA is adjusted to exclude those quality hours and grades that have been removed from the calculation of the student's grade point average through a repeat/delete policy and/ or academic renewal.

A: Excellent = 4.0

P: Passing (No advantage to grade point average)

B: Good = 3.0

N: No Credit (No penalty to grade point average)

C: Average = 2.0

R: Repeat

D: Below Average = 1.0

W: Withdrawal (No impact on GPA)

F: Failure = 0.0

Z: Academic Renewal (No impact on GPA)

Developmental Course Grading

The letter grade of A, B or C will be given to students who pass a developmental course. The grade of N indicates that the course was not passed and must be repeated. The grade of F is given in a developmental course for excessive absences only and the course must be repeated.

Adding and Dropping Courses - Schedule Changes

Students will be permitted to add and drop courses and make schedule changes according to the dates published in the academic [calendar](#). Add/drop forms are available in the Office of Enrollment Services and online at <http://www.ladelta.edu/Students/student-resources>. It is the student's responsibility to follow the procedures noted on the add/drop slip. Incomplete add/drop forms will not be accepted and the schedule changes will not be made.

Students may add classes the first three days of a semester or equivalent time for summer sessions/terms or alternative sessions, as long as the classes have not met for a second time. In the case of a class taught once a week, the class cannot be added after it has met for the first time. Tuition and related fees must be paid at the time classes are added.

Students may drop classes the first three days of the semester or equivalent time for summer sessions/terms or alternative sessions and the classes will not appear on the official transcript. After the close of add/drop students may withdraw from classes or resign from the college with the grade of "W" provided this transaction is processed by the deadlines indicated on the official Academic Calendar.

Enrollment Services

Academic Scholarships

The Louisiana Delta Community College Foundation recognizes the efforts of individuals through the awarding of scholarships to eligible students who excel academically. If you are interested in applying for a scholarship or are simply just looking for information please go online at ladelta.edu or call the office number listed below.

Applying for scholarships online runs October through February 15th and they will be awarded at the end of March for the fall semester. Here are some of the scholarships that are available:

CenturyLink Business Technology Scholarship.....Applicants must be a Business Technology major pursuing an Associate Degree.

Norene Smith Scholarship.....Applicants must be in a business major pursuing an Associate Degree at the West Monroe Campus. Scholarship is available to new and continuing students.

Angus Process Technology Scholarship.....Applicants must be in a business major pursuing an Associate Degree at the West Monroe Campus. Scholarship is available to new and continuing students.

Pearson Book Scholarship....Free Pearson textbooks. Must be currently enrolled degree-seeking LDCC student in good academic standing.

Eastman Chemical Company Scholarship.....Applicants must be a majoring in Associate Degree of Applied Science in Process Technology.

Kitty DeGree Scholarship.....Applicants must be in Nursing or Allied Health major pursuing an Associate Degree. Scholarship is available to continuing students only.

Glen B. Roscoe Scholarship.....Applicants can be in any major pursuing an Associate Degree. Scholarship is available to graduates of high schools within the Louisiana Delta Community College's service area. Applicants must be an outstanding golfer and be enrolled in a minimum of 12 hours or complete 24 hours for the year. Entering freshmen and continuing college students must have a minimum 3.0 cumulative GPA or higher. A maximum of two years allowed for use of the scholarship.

Staci R. Aucoin Memorial Scholarship....Applicants can be in any major pursuing an Associate's Degree. Scholarship is available to female graduates of West Monroe High School with a 3.0 cumulative GPA or higher. Must have participated in one of the following sports during senior year: basketball, 400-meter individual or member of 4x400 meter relay team.

Enrollment Services

Frequently Asked Questions

- **Who is my academic advisor?** You can find your academic advisor at <http://www.ladelta.edu/Academics/advisor>
- **When is the last day to add and drop classes?** You can find the date on the current academic calendar at <http://www.ladelta.edu/Students/events>
- **When is the last day to withdraw with a “W” grade?** You can find the date on the current academic calendar at <http://www.ladelta.edu/Students/events>
- **How do I resign from the college?** You may withdraw or resign from your classes through your LoLA account.
- **How can I access my Unofficial Transcript?** To view your unofficial transcripts you can log on to LoLA, click Student, then Student Records, and select Unofficial Transcript.
- **When will I receive a Delta email address?** Once you are admitted to the college you will receive a LA Delta email address. You must access the “My LADelta Student Email System” on the Delta website homepage to get started.
- **How does a student declare a major?** Students declare a major when they make an application to LA Delta. If they decide to change their major, they must meet with an advisor of the major they are wanting to change to and have them sign the change of major form found [here](#).
- **How will I know when my Admissions status is complete?** As soon as you are admitted, whether fully or provisionally you will receive an email.
- **How do I register for classes?** First you must be admitted to Delta to register for classes. Once admitted, go to our homepage, click Admissions, then Register for Class. Or simply click [here](#) to for instructions. If you have questions, contact Enrollment Services (Registrar’s Office) at 318-345-9003.
- **What is the cost of Tuition and Fees?** From the LDCC Homepage click on Admissions, then click on [Tuition Costs](#) to see a Tuition and Fee Schedule by year.
- **Where do I pay my tuition and fees?** Students may pay tuition and fees by credit or debit card (MasterCard/Discover/American Express) via LOLA through CASH NET. Follow instructions listed below:
 1. Log in to LOLA
 2. Scroll down to *Self Service*, click on *Louisiana Delta Community College*. Click on *Student Tab*, then *Student Account*, and then *Account Summary*.
 3. Scroll to the bottom of the page and click on *Payment Options*
 4. If you want to pay account in full, click on *Click here to make payment*.
 5. If you want to set-up a fall (or spring) installment payment plan*, click *Enroll in the*

“Term” Payment Plan.

6. Scroll down, click on *View Agreement* and read.

7. Next, click on *I Agree* and Print Page

*Installment payment plans are available for the fall and spring semesters only.

Beginning August 12, 2014 anyone using a credit or debit card to pay for any charges will be required to pay a processing fee. 2.75% of the total charges will be added to your transaction.

Can I pay for my tuition and fees “over the phone”? No. You may mail payments (see brochure back for address), pay online using LOLA or visit the Student Billing Office on each campus.

If I am receiving Financial Aid, do I need to complete the Payment Process? All students must pay their tuition and fees— either self-pay or payment via financial aid funds. Do not assume your account your account balance has been paid. If you owe a balance you **MUST** pay for classes or contact the Office of Financial Aid or your classes will be dropped after payment due dates on our current academic calendar at www.ladelta.edu.

How do I receive my financial aid refund? If a refund is due to you, you will receive your refund on your High One Debit Card.

When will I received a High One Debit Card? High One Debit Cards are mailed after about two weeks after you are registered for classes. Follow the instructions to activate the card and always keep your address current with the school to receive important regarding your debit card.

How do I receive a LDCC parking decal? Parking decals are paid for at the Student Billing Office. The cost is \$45 fall to summer, \$30 spring to summer, and \$15 for summer only. Financial aid funds (if you are eligible) may be used to cover the cost of the parking decal if you have completed a financial aid authorization form. Otherwise, you will have to pay for the parking decal out of pocket.

When can I get my parking decal for the current year? Decals are available at the Student Billing Office or at the front Receptionist’s Desk. Decals are usually available during the first week of class.

When Should I apply for Financial Aid? You should apply for aid as soon as you file your federal income tax return each year. If you are not required to file a federal tax return, you may complete the Free Application for Federal Student Aid (FAFSA) as early as January 1st each year. Note: The Financial Aid Office cannot complete the awarding process until you are admitted to the college. So, you should begin the admission process as soon as possible.

What is LoLA? LOLA (Log On Louisiana) is your 24/7, one stop resource that allows you to

completely manage your college career. You can use LOLA to: monitor your financial aid application, register for classes, review your class schedule, access your unofficial transcripts, update personal information such as address, phone numbers, and email addresses.

How do I log in to LoLA? Go to the LDCC website, click Students, then LOLA. On the Log-in page, select the “Don’t know your password” link. Follow the instructions to determine your username and set up a password.

Enrollment Services

Frequently Used Telephone Numbers:

Admissions	(318) 345-9001
Bookstore.....	(318) 345-9009
Campus Police.....	(318) 345-9105
Chief Black	(318) 345-9297
Officer Isiah	(318) 345 9106
Career Services.....	(318) 345-9151
Counseling and Disabilities.....	(318) 345-9152
Financial Aid.....	(318) 345-9308
Library.....	(318) 345-9027
High School Dual Enrollment.....	(318) 345-9167
Registrar (Records and Transcripts).....	(318) 345-9003
Scholarships.....	(318) 345-9226
Student Billing.....	(318) 345-9136
Student Success Services	(318) 345-9144
Testing.....	(318) 345-9127
Veterans Affairs.....	(318) 345-9126

Bursar's Office

Paying My Tuition and Fees

IMPORTANT DATES:

1. Bills available on line after July 1, 2016
2. Registration Ends at 12:00 AM on Thursday, Aug. 11, 2016
3. Final Payment Due by 2:30 PM on Friday, Aug. 12, 2016
4. Classes begin on Monday, Aug. 22, 2016
5. Late Registration Begins Aug. 20, 2016
6. Late Registration Ends at 12:00 AM on Thursday, Aug. 25, 2016
7. Final Payment for Late Registration Due by 2:30 PM on Thursday, Aug. 18, 2016

For more information, please refer to the Calendar on the Main page of the LA Delta website.

When do I pay my tuition and fees?

Bills will be available on line after July 1, 2016 and final payments are due by 2:30 PM on Friday, August 12, 2016. BILLS ARE NOT MAILED AND CAN ONLY BE ACCESSED ONLINE. If you enroll during Late Registration, payment is due by 2:30 PM on Thursday, Aug. 18, 2016.

How do I pay my tuition and fees?

LA Delta has several options for the payment of tuition and fees. Payments can be made in person, by mail, or online (LOLA.)

If I want to pay in person, where do I go?

Student Billing Office at the Monroe Campus, or Cashier's Offices at all other campuses.

How do I pay my tuition and fees online?

Payments may be made online thru your LOLA account.

Payment Methods Online: Visa, Discover, Master Card, Checks, Payment Plan by using CashNet.

Can I make a payment over the phone? No payments are taken over the phone.

Can I mail in my payment?

Yes. Students can send checks or money orders in the mail to:

LA Delta Bursar's Office, 7500 Millhaven Road, Monroe, LA 71203 318-345-9134

What if I forget to pay my bill?

Your classes will be dropped for non-payment if payment is not received by the deadline posted.

What if my bill is incorrect?

When you are ready to pay, be sure everything is showing on your account that you are expecting: Tuition, ID, financial aid, scholarships, waivers, etc. If something is not appearing or looks incorrect,

please call the appropriate area for explanation or help. Parking Tags may be purchased in the Bursar's Office.

What if I resign from DELTA after I have paid my tuition and fees?

Students who withdraw from DELTA after paying tuition and fees will receive a refund, according to the schedule below:

Official Resignation Refund Schedule:

Before August 26, 2016	100%
Aug. 26, 2016 thru Aug. 30, 2016	75% Tuition ONLY
Aug. 31, 2016 thru Sept. 6, 2016	50% Tuition ONLY
Sept. 7, 2016 and thereafter	0%

How do I receive my refund?

The first refunds will be available through Higher One within 14 days after your funds have been released to your LOLA account. This information is available on your LOLA account. All refunds are processed through Higher One.

How do I receive a Higher One card?

All first time students are automatically mailed a Higher One Card to the mailing address you set up in your LOLA account. Please check your account to make sure your address is correct. If you do not receive a card within 10 to 14 business days, contact the Bursar's Office at the main campus, or the Cashier's Office at one of the other campuses. They can assist you in ordering a new card.

Upon receipt of your card, activate it as soon as possible, even if you do not expect to receive a financial aid refund, as all refunds (including refunds for dropped classes or resignations) are sent to Higher One. Once you have activated your card, you may choose which method you would like to use to receive your refund. There are two choices available to you:

1. You may leave the funds on your card and use it as a debit card.
2. You may have the funds transferred to your personal checking or savings account.

Will my Higher One Card remain active from one semester to the next?

Yes. You do not need to get a new card each semester. As long as your personal information is updated correctly, your account will remain open.

What if I lose my Higher One Card?

If you lose your card, contact higher One at 1-866-309-7454.

Contact US

Bursars Office: 318-345-9134

Student Success Services

FEDERAL FINANCIAL AID, SCHOLARSHIPS, AND LOANS

So that you can determine the best way to finance your college education, this section will review the following topics:

- Tuition and Fees
- Financial Aid
- Financial Aid Eligibility
- Satisfactory Academic Progress (SAP)
- How to Apply for Financial Assistance
- Types of Assistance
- Other Payment Options
- LoLA Instructions

Tuition and Fees

The cost of tuition is determined by the total number of credit hours for which you register, while fees are based upon the services provided. Examples of fees include activity fees, laboratory fees, and parking fees. In order for you to be registered, you must pay the total cost of both tuition and fees.

Financial Aid

LDCC is dedicated to the philosophy that no student who desires a college education should be denied the opportunity because of a lack of funds. Therefore, LDCC seeks to assist you in financing the costs associated with your education through federal, state, local, and institutional programs. To the extent possible, students are aided in meeting their educational expenses through the various forms of financial assistance programs available, including scholarships, federal grants and loans and state waivers.

Financial Aid Eligibility

To qualify for Title IV Federal Financial Assistance, you must meet specific requirements. In general, the elements of eligibility require that you:

- Be a high school graduate, have a GED certificate or its equivalent, or have completed homeschooling at the secondary level as defined by law.
- Be admitted to LDCC as a regular degree-seeking student.
- Be a U.S. citizen, U.S. national, or U.S. permanent resident or reside in the United States for other than a temporary purpose (supportive documentation may be required to verify residency or citizenship status.)
- Be registered with Selective Service (if required.)
- Are enrolled in an eligible/approved degree program.
- Are making satisfactory academic progress.
- Do not owe a repayment on Federal Pell Grant, FSEOG, or state grant.
- May not be in default on any student loan (if in default, satisfactory repayment arrangements must have been made.)
- Meet federal regulations regarding any drug convictions.

- Have financial need as defined by the federal government methodology.
- Have not borrowed in excess of loan limits.
- Have not exceeded 600% of Pell Lifetime Eligibility

Satisfactory Academic Progress (SAP)

Once you have received financial aid, you need to make sure that you maintain progress towards achieving your degree. Federal guidelines require that financial aid recipients maintain Satisfactory Academic Progress (SAP) in order to remain eligible for Federal financial aid programs such as Pell Grant, Supplemental Educational Opportunity Program, Work Study, and Direct Student Loans.

LDCC will review your academic progress every semester to determine your continued eligibility. Please refer to the “Satisfactory Academic Progress (SAP) Policy” on our website at <http://www.ladelta.edu/Admissions/Financial-Aid/satisfactory-academic-progress-sap>. Students must meet all three measures in order to meet SAP—(1) Qualitative, (2) Quantitative/Pace, and (3) Maximum Time Frame. Failure to comply with any one requirement may result in a loss of aid eligibility.

How to Apply for Federal Financial Assistance

Financial aid programs vary by type, source, eligibility criteria, and application procedures. Regardless of the type of assistance that you are seeking, you must be admitted to LDCC and have completed the Free Application for Federal Student Aid (FAFSA.)

The FAFSA is used to determine eligibility for federal assistance programs. When completing the FAFSA, you will need to know **LDCC’s school code—041301**. The FAFSA is available by January for the following academic year. Many types of financial assistance are limited, so make sure to apply early. The priority deadline for the fall semester is May 15.

Types of Assistance - The following types of financial assistance are available at LDCC.

Federal Pell Grant

The Pell Grant is a need-based award that is available for the fall, spring, and summer (if available) semesters. Pell Grants, which are applied to your tuition costs, vary from \$588 per year up to the federally legislated maximum amount. **The amount of Pell paid is based on the hours of enrollment after LDCC’s add/drop period. Students who withdraw from all classes before 60% of the semester has expired may have to repay Pell grant funds. Students must begin attendance in ALL classes.** Financial aid will be adjusted if a student does not begin attendance in ALL classes. If a student receives his/her financial aid refund and never attends any classes, the student will be responsible for immediate REPAYMENT of the FULL amount of the financial aid. If a financial aid recipient begins attendance in class, but resigns or stops attending all classes before completing more than 60% of the semester, he/she will owe money to the aid program and LDCC.

Supplemental Educational Opportunity Grant (SEOG)

SEOG is considered gift-aid that does not have to be repaid. Each year, unlike Pell Grants, the amount of SEOG students can receive depends on their financial need, the amount of other financial aid you are receiving, and if funds are available. Each school participating in SEOG receives a limited amount

of funds each year from the U.S. Department of Education. Students who demonstrate exceptional need and apply early will be considered first for these funds. This is why it is important for students to apply by the financial aid deadline to be considered for the SEOG. Not everyone who qualifies for SEOG will receive it due to the limited funds. Maximum awards can be up to \$400 for the year. The SEOG award will appear on the student's LOLA account and credited to the student's tuition & Fee bill. There is not a separate application to apply. If you have completed a FAFSA, you are considered for the SEOG.

Federal Work Study (FWS)

FWS is a federal work program awarded through Financial Aid to eligible students. The dollar amounts vary according to the student's financial need. The purpose of the program is to provide job opportunities for those in need of financial assistance to meet their college costs. Typically, these jobs are located on the college campus and are limited to no more than 20 hours a week. Students interested in learning more about this program should speak with Career Services staff or see their Financial Aid Advisor. Funds are limited. More information is available at <http://www.ladelta.edu/students/studentAffairs/federal-work-study>.

Federal Direct Loans

As of July 1, 2014, effective fall 2014 semester, LDCC began participating in the William D. Ford Federal Direct Loan Program. Federal Direct Loans are financial aid that must begin to be repaid, typically six months from the point you have graduated, are no longer enrolled or drop below six credit hours. Federal Direct Loans are subject to the same rules and regulations as Federal Pell Grants and other federal aid. Loans are to be used for expenses associated with your education. Using loan money to purchase a car, pay legal expenses, make investments, consolidate consumer debts, or pay non-educational related debts; violates federal law and could result in the loss of your borrowing privileges at the college. **Taking out a student loan is a serious responsibility – borrow conservatively! Student loans must be repaid!**

Types of Direct Loans

Subsidized Direct Loan: A loan that the federal government pays interest on during in-school status, grace periods and authorized deferment periods. To qualify for a subsidized Direct Loan, you must demonstrate financial need.

Unsubsidized Direct Loan: A loan that you are responsible for paying the interest on during in-school status, grace periods and authorized deferment periods. You have the option of postponing interest payments while in school. However, the interest continues to accrue and any unpaid interest will be capitalized (added to the principal balance) as you enter repayment.

Annual Loan Limits -- The academic year begins with fall and ends with summer semester.

Freshman Federal Loan Limits (0 -29 credit hours earned)	Sophomore Federal Loan Limits (30 or more credit hours earned)	Federal Undergraduate Aggregate Loan Limits
Dependent	Dependent	Dependent
\$5,500 per year (up to 3,500 may be subsidized based on need)	\$6,500 per year (up to 4,500 may be subsidized based on need)	\$23,000 subsidized, \$31,000 total
Independent	Independent	Independent
\$9,500 per year (up to 3,500 may be subsidized based on need)	\$10,500 per year (up to 4,500 may be subsidized based on need)	\$23,000 subsidized, \$57,500 total

Direct Loan Interest Rates and Fees - can be found at:

www.studentaid.ed.gov/types/loans/interest-rates

Steps to complete LDCC Federal Direct Loan Request:

- 1: Complete your FAFSA**—at www.fafsa.gov. You will be required to use your (FAFSA) Department of Education-issued FSA ID (username and password). If you do not have a FSA ID, you may request one from the official [FSA ID website](http://www.fsa-id.org).
- 2: Complete Loan Entrance Counseling**—You must complete this session before you can receive disbursements on your loan at www.studentloans.gov. You must have your FAFSA ID to complete.
- 3: Complete Master Promissory Note**—Go to <http://www.studentloans.gov> and input your personal information, then select “Complete Master Promissory Note”. You must have your FAFSA ID to complete.
- 4: Submit Direct Loan Request Form**—to the LDCC Office of Financial Aid.

General Loan Information

Disbursement of Funds: If you are a first-year student or a first-time direct loan borrower, your loan will be disbursed 30 calendar days after the program of study begins. All students must be attending six credit hours at the time of disbursement. Federal Direct Loans will be paid in two disbursements.

Return of Title IV Aid: Title IV aid includes Pell grant, SEOG, and Federal Direct Loan programs. When a student withdraws before completing 60% of the semester, a calculation of return of funds will be performed. LDCC is required to return the money that was disbursed and the student will be required to reimburse LDCC.

Default: Default is failure to pay your loan back according to the terms disclosed on your Master Promissory Note. You are considered “in default” if your payments are more than 270 days past due or if you fail to comply with all other terms of the loan. The following may occur:

- Loss of federal and state for federal income tax refunds
- Loss of eligibility for federal student aid
- Negative credit reports
- Garnishment of wages

Loan Exit Counseling: You will be required to complete an Exit Counseling Session when you graduate, withdraw, or cease to be at least a half-time (six credit hours) student at www.studentloans.gov.

More information about Federal Direct Subsidized and Unsubsidized Loans can be found at <http://www.ladelta.edu/Admissions/Financial-Aid/FederalDirectStudentLoans/federal-direct-student-loans>.

Federal Direct Parent PLUS Loan

The Federal Direct Parent PLUS Loan program (PLUS) is a non-need-based source of loan funds for the parent(s) of dependent student. PLUS Loans may be used in conjunction with Federal Direct Student Loans. Each year, parents of dependent students may borrow an amount not to exceed the cost of attendance less any financial aid (including Federal Direct Loans). Repayment begins 60 days after the final disbursement is made unless the parent borrower makes other arrangements with their lender to defer payments.

To find current interest rates go to www.studentaid.ed.gov/types/loans/interest-rates. A credit check is performed on all borrowers, and preapproval is required through the U.S. Department of Education.

*Please note: A student is considered dependent if he or she is under the age of 24, unmarried, and has no legal dependents at the time the FAFSA is submitted.

More information about Federal Direct Parent PLUS Loan can be found at: <http://www.ladelta.edu/Admissions/Financial-Aid/FederalDirectStudentLoans/federal-direct-student-loans>.

Student Success Services

Tuition and Fee Waivers

Tuition and fee waivers allow students to attend college at no or reduced cost. Tuition costs, and sometimes fees, are “waived” under certain criteria. LDCC recognizes tuition and fee waivers if you fall into one or more of the following categories:

- Louisiana National Guard (Tuition Only)
- Children or Spouse of a Deceased or Disable Veteran (Tuition and some Fees)
- LDCC Student Government Association (Tuition and Fees)
- Cross-Enrolled Students (Some Fees)
- LCTCS Employee waiver: The tuition exemption program is available to all full-time employees who have been employed at least one year in a full-time permanent position and with approval from his or her supervisor and chancellor may register for job-related undergraduate or graduate courses at any LCTCS System campus for up to six (6) hours per semester and receive a full tuition exemption. **YOU MAY ONLY TAKE ONE CLASS DURING YOUR REGULAR WORK SCHEDULE. Not to exceed three clock hours per week.** Courses must be taken for credit. Fees cannot be waived for audit class.

Child or Dependent and Spouse Tuition Reduction

Purpose

Children, Dependents, and Spouses of Employees of the Louisiana Community and Technical College System may enroll at any of the institutions within the system at a reduced tuition rate. This policy shall apply only to courses and programs for which regular tuition is charged and does not apply to self-supported programs.

Overview

The following conditions apply:

- a. The qualifying faculty or staff member must be employed in a full-time, permanent position at a Louisiana Community and Technical College System institution.
- b. The employee’s child, dependent, or spouse electing to attend an LCTCS institution other than the employee’s home institution requires the joint approval of the home institution’s chancellor (or designee) and the chancellor (or designee) of the host institution and are subject to the host institution policies.
- c. Children, dependents, or spouses of qualifying System Office staff may enroll at any System institution with the joint approval of the System president (or designee) and the Chancellor (or designee) of the host institution

The following conditions apply to an employee’s child, dependent, and spouse:

- a. Persons who qualify as the employee’s dependent or spouse will be limited to those who are eligible according to the Internal Revenue Tax Code. Other sources of verification that may be considered include, but not limited to, birth certificates and the Federal Student Aid Application.

- b. For purposes of this policy, an eligible child is a child of a qualifying faculty or staff member who is under the age of 25, whether or not they qualify as a dependent under the IRS Tax Code.
- c. Children, dependents, and spouses must meet all admission and prerequisite course requirements.
- d. The reduced tuition shall not be less than \$25.00 per credit hour (or its equivalent under the quarter system) for full-time enrollment.
- e. Children, dependents and spouses shall be assessed all fees and surcharges.

Procedures

- The Office of Human Resources will be the designee to approve child or dependent and spouse tuition reductions.
- In order to obtain a child, dependent, or spouse tuition reduction, employees must submit the Child/Dependent/Spouse Tuition Reduction Form to the Office of Human Resources each semester. This form can be obtained online or in the Human Resources Office.
- Employees must provide appropriate verification documents to Human Resources for approval.
- Once approved, the student and/or employee must bring the signed form to the Bursar's Office to receive the appropriate tuition discount.
- Tuition rates for eligible employees will be \$25.00 per credit hour and employees are responsible for all applicable fees.
- Account balances must be paid in full each semester. Accounts that are not paid each semester will not be eligible for future tuition reductions. Upon payment of all outstanding balances, the tuition reduction will be reinstated for the subsequent semester if the child/dependent/spouse still qualifies.
- Courses must be taken for credit. This tuition reduction may not be used in combination with any other discounted program.
- Requests for exceptions to these procedures should be submitted in writing to the Chancellor of the College.

***Make sure to inform the Office of Financial Aid if you think that you may be eligible for a tuition and fee waiver. ***

Tuition Opportunity Program for Students (TOPS)

TOPS is a merit-based scholarship program administered through the Louisiana Office of Student Financial Assistance (LOSFA) in Baton Rouge. The FAFSA must be completed by students who are applying for TOPS. LOSFA updates a master roster every week which identifies TOPS eligible students based on FAFSA information, high school core curriculum requirements, ACT scores, and GPA. An official letter will be sent to you from LOSFA if you are eligible. Check your eligibility status at <http://www.osfa.state.la.us>.

LA DELTA Foundation Scholarships

These scholarships that are sponsored by private donors are available to eligible students. The Foundation Scholarship Committee awards these scholarships for the fall and spring semesters. The award amounts vary and are determined by your enrollment status.

Louisiana Pathways Scholarship

Students seeking an Associate of Science degree in Care and Development of Young Children can apply for the Louisiana Pathways Scholarship. The statewide scholarship program is open to individuals working or wanting to work with Louisiana children from birth through 8 years old. Enrollment and active participation in the Louisiana Pathways Child Care Career Development System is required to receive a scholarship. This scholarship will assist students with the cost of tuition; however, students are still responsible for all required fees, books, and supplies.

For more information contact LA Pathways at 318-677-3163 or 1-800-245-8925 or <http://pathways.nsula.edu>.

Private Scholarships

Many resources exist to help you find private scholarships to fund your education. Check with your high school counselor, the public library, the Office of Financial Aid, and the following websites to get more information on scholarship opportunities:

- <http://www.collegenet.com/mach25/app>
- <http://www.fastweb.com>
- <http://www.finaid.org>
- <http://www.mapping-your-future.org>

Other Payment Options—CashNet / Higher One

LDCC has partnered with CashNet to provide automatic tuition payment plans that are easy and convenient; enabling you to pay all or part of your semester charges in installments. You can enroll in CashNet's Tuition Payment Plan online. Log into LOLA > Student Tab > Student Account > Payment Processing (Scroll Down) > Payment Options > Click Here to Make a Payment.

Contact the Student Billing Office at 345-9133 for more information.

Higher One Debit Card for Refunds

The Higher One Debit Card is used to receive your federal aid refund at LDCC. It is important to remember it is a debit card, not a credit card. For more information about how to sign up for the Higher One Debit Card contact the Student Billing Office at 345-9133.

Contact Information Student Success Services and Financial Aid

Vice Chancellor for Student Affairs jturner@ladelta.edu	John Turner	LPB 405 Monroe	345-9150
Administrative Assistant relder@ladelta.edu	Raquel Banner	LPB 156 Monroe	345-9146
Dean of Student Services athomas@ladelta.edu	Alvina Thomas	LPB 152 Monroe	345-9145
Career Services			
Career and Job Placement Specialist jsalter@ladelta.edu	Julie Salter	LPB 154 Monroe	345-9151
Student Counseling and Disability Services			
Director of Counseling and Disability Services		LPB 155 Monroe	345-9152
Financial Aid Office			
Director kbruce@ladelta.edu	Kimberly Bruce	LPB 130 Monroe	345-9147
Financial Aid Advisor, Monroe Campus (Advises alphabets A-J) darrellboyd@ladelta.edu	Darrell Boyd	LPB 133 Monroe	345-9148
Financial Aid Advisor, Monroe Campus (Advises alphabets K-Z) cgaines@ladelta.edu	Crystal Gaines	LPB 132 Monroe	345-9149
Financial Aid Advisor harryanderson@ladelta.edu	H. Lamar Anderson	Bastrop Campus	318-283-0836
Financial Aid Advisor ddavis@ladelta.edu	Dorothy Davis	Ruston Campus	318-251-4145
Financial Aid Advisor gwendolynjohnson3@ladelta.edu	Gwendolyn Johnson	Tallulah & Lake Providence Campus	318-574-4820 318-559-0864
Financial Aid Advisor spollard@ladelta.edu	Sharon Pollard	West Monroe Campus	318-397-6100
Financial Aid Advisor joniunderwood@ladelta.edu	Joni Underwood	Winnsboro Campus	318-4352163
Loan Counselor allisonbonner@ladelta.edu	Gail Bonner	LPB 128 Monroe	318-345-9303
Student Government Association			
SGA President – Monroe SGA-President@ladelta.edu	Benson Kinney President	Monroe LPB 156	345-9153
SGA Vice President - Monroe SGA-VicePresident@ladelta.edu	Salena Fletcher Vice-President	Monroe LPB 156	345-9153

How to Review Financial Aid Tracking Requirements on LoLA

LoLA (Log On Louisiana) is a powerful new online tool that will allow you to completely manage your college career. **LoLA** will be your 24/7, one stop resource. You can use LoLA to: monitor your financial aid application, register for classes, review your class schedule, check on important upcoming dates, and catch up on campus news and announcements.

When you call the Office of Financial Aid to inquire about your financial aid status, we are accessing the information from LoLA. You are able to access this same information via LoLA.

- Log-in to LoLA using your username and password
- Under Self Service – click on Louisiana Delta Community College link
- Click on the Financial Aid Tab: you will find Financial Aid Status, Eligibility and Award links.

Once LDCC's Office of Financial Aid has received your FAFSA, you will receive an email from us letting you know that your FAFSA has been received and what documentation we may need in order to verify and process your federal aid.

FINANCIAL AID TRACKING REQUIREMENTS

WHAT ARE TRACKING REQUIREMENTS?

Documentation requested by the Office of Financial Aid to determine your eligibility for federal aid.

How to Obtain Tracking Requirements in LoLA:

- From LDCC Homepage www.ladelta.edu
- Log-in to LoLA – with your username and password
- Under Self Service – click on Louisiana Delta Community College link
- Click on Financial Aid Tab
- Click on Eligibility – Eligibility Requirements for current academic year will be displayed
- “Unsatisfied Requirements” are also displayed, click on forms requested, PDF form should display
- Complete the forms online, print, and sign (student and parent (if needed.))
- Submit the completed forms and attach copies of any additional documentation requested to the Office of Financial Aid.

How to obtain an IRS tax return transcript from the IRS website:

- Go to www.irs.gov
- Under Tools – Click on “Get a Tax Transcript”
- To use **Get Transcript by Mail**, you need your Social Security number (SSN) or your Individual Tax Identification Number (ITIN), date of birth, and address from your latest tax return.

- Click on “Get Transcript by MAIL – transcripts arrive in 5 to 10 calendar days at the address we have on file for you **OR**
- Call 1-844-545-5640 for taxpayer assistance by appointment **ONLY** at our Local IRS Office, Located in the Cross Keys Bank Building at 1401 Hudson Lane off 18th Street.

Student Success Services Career Services

The mission of the Career Placement Office is to provide guidance, resources, and opportunities to students that will help them choose careers, obtain work experiences while in school, develop job search skills, and secure employment for all of our LDCC campuses in Northeast Louisiana. Some of the programs offered through our office include:

- Career Assessment programs and Career Coach
- Individual career and job search counseling
- Program related Job fairs, Career Exploration fairs
- Assistance with navigating, and applying on employment websites and social media
- Federal Work Study job placement opportunities
- Résumé writing and cover letter assistance
- Mock interviews
- On-Campus Recruitment events
- Professionalism training, individually, and within the classrooms
- Internships

Whatever stage you are in your career development, we are prepared to assist you every step of the way. More information about our services pages can be found at <http://www.ladelta.edu/Students/StudentAffairs/CareerServices>.

How to schedule an appointment:

A student can schedule an appointment by visiting Career Services, located on the Monroe campus in the Student Success Services Suite, Louisiana Purchase Building RM 154, or by calling 318/345-9151. Students may also request an appointment via e-mail at jsalter@ladelta.edu.

Julie Salter

Career and Job Placement Specialist
(318) 345-9151
jsalter@ladelta.edu



Student Success Services

Student Counseling & Disability Services

Counseling Services

Counseling Services are part of the Division of Student Success Services at LDCC. The goal of counseling services at LDCC is to promote the overall educational programs by helping students strengthen communication skills, establish goals, and adjust to their academic and social environment. Services are strictly confidential and available to all enrolled LDCC students at no charge. **The office is located at the Monroe campus in Student Success Services, Room 155.** All other campuses contact the Coordinator of Student Affairs at your campus to schedule a session.

LDCC welcomes all students to utilize our counseling services and take advantage of the resources that are available. Services include:

- Individual/Personal Counseling
- Group Counseling
- Emergency-Crisis Intervention

Additional information is available at:

<http://www.ladelta.edu/studentServices/counselingServices.asp>

Disability Services

Disability Services is part of the Division of Student Success Services at LDCC. Disability Services ensure equal access to all qualified students with disabilities by providing reasonable accommodations to students who **self-identify** with the counselor. Students must complete a Student Counseling and Disability Services Intake Form and provide documentation of the disability. The requested accommodations must relate directly to the disability and the relationship must be documented in the reports. Students must request accommodations each semester and complete a Semester Accommodations Request Form. Services are tailored to meet individual needs and to comply with Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990, and with subsequent state and federal legislations. All disability information is kept confidential in accordance with state and federal laws and in compliance with the Family and Educational rights and Privacy act (FERPA.) The Office of Student Counseling and Disability Services can only disclose disability information to faculty and staff if there is an educational need-to-know. The office is located at the Monroe campus in Student Success Services, Room 155. All other campuses contact the Coordinator of Student Affairs at your campus.

Additional information is available at:

<http://www.ladelta.edu/studentServices/disabilityServices.asp>

Student Success Services Judicial Services and Student Concerns

Judicial Services is responsible for the LDCC Code of Student Conduct that supports the College's values, goals and priorities. The Judicial Services Office strives to create an educational environment that promotes a safe and healthy environment for all of our students.

Utilizing an educational philosophy, the program informs students of their responsibilities as members of the community, administers the student conduct process, and assists all members of the campus community to live and learn in an environment that is orderly, peaceful and supportive of LDCC's mission.

[Student Code of Conduct](#)

[Incident Reporting / Student Concern Form](#)

[LDCC Judicial Process Flow Chart](#)

For more information regarding Judicial Services and/or Student Concerns, contact the following:

Alvina Thomas
Dean of Student Success Services
Monroe Campus
318-345-9145
athomas@ladelta.edu

Janice McDougal
Coordinator for Student Affairs
Bastrop Campus
318-283-0836
jmcdougal@ladelta.edu

Meltida Wilson
Coordinator for Student Affairs
West Monroe Campus
318-397-6102
meltidawilson@ladelta.edu



LDCC Student Clubs and Organizations

Membership in a student organization or club is a great way to learn new skills, build friendships, gain unique opportunities and contribute to the community. LDCC encourages students to enrich their academic experience by becoming involved in campus organizations and activities.

Student Government Association (SGA)

SGA exists to provide the student body with a means to deal with the affairs of students and as a forum for the expression of student views concerning student life within the College. Incoming freshmen students are encouraged to apply for freshmen senator positions. For more information contact SGA Lead Advisor Raquel Banner at 345-9146.

Behavioral and Social Science Organization (BSSO)

BSSO works to expand knowledge in Criminal justice, History, Psychology, and Sociology and helps to develop leadership skills through participation in student-led service activities. For more information, contact Carla Mercy at 345-9214 or Deborah Robinson at 345-9229.

Delta Christian Fellowship (DCF)

DCF is an organization of students and faculty whose purpose is to grow in love for God, God's word, and God's people of all ethnicities and cultures. Contact faculty advisors Donna Guice and Dr. Benn Scott for more information.

Delta Early Childhood Organization (DECO)

DECO is an organization that promotes the education and welfare of young children and their families and promotes professional development for students interested in young children. Contact faculty advisor Donna Guice for more information at 345-9159.

Fine Arts Organization: Cultural Understanding and Services (FOCUS)

FOCUS offers students the opportunity to enrich their lives by becoming involved in a variety of areas of fine arts. Students are encouraged to participate in all art events. Contact faculty advisor Stacie Medaries for more information at 345-9234.

Delta Science Club (SciQuest)

SciQuest provides students with exposure to the diversity of science disciplines and perpetuate within its members a desire to learn, explore, inquire, experiment, and develop leadership skills. Camaraderie among members is enhanced through a variety of field trips, activities, and guest speakers. Contact faculty advisor, Tamara Young for more information at 345-9189.

Spanish Club

The Spanish Club promotes using the Spanish language, seeks to improve multi-culturalism and tolerance and provide bilingual opportunities in speaking, reading, writing and experiencing a diverse culture. Contact Faculty Advisor Angela Shepard for more information at 345-9215

Phi Theta Kappa Honor Society

Phi Theta Kappa recognizes and encourages scholarship among two-year college students. Opportunities are provided for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence. For more information, contact Annie McKinney at 345-9143.

LA Delta Student Nursing Association (SNA)

SNA provides promotes and encourages participation in community affairs and activities towards improved health care and resolving related social issues. SNA encourages the development of the whole person, one's professional role, and one's responsibility for healthcare. For more information, contact Debra Garner at 345-9166.

Louisiana Delta Bass Fishing Club (LDBFC)

LDBFC provides students, faculty and staff with opportunities to participate in competitive bass fishing. Students can compete in intercollegiate regional and national fishing tournaments. LDBFC members participate in service activities that benefit the local community. For more information contact Faculty Advisor Jason Manning at 345-9181.

National Technical Honor Society (NTHS)

The mission of the NTHS is to honor student achievement and leadership, promote educational excellence, and enhance career opportunities. Interested students can contact the Coordinator of Student Affairs on their campus.

The LA DELTA Alma Mater

*As we go beyond the doors of Delta
We will keep you near
Alumni and friends that we serve
This carol is sung for you clear.*

*Delta Knights scholastic,
Delta Knights so true,
To serve all those who need us,
Delta Knights will lead the way.*

Student Success Services

Student Code of Conduct

In keeping with the LDCC's legal right and responsibility to protect its educational purposes and to protect all members of the College community, the College has drafted disciplinary procedures designed specifically to protect not only the academic environment but also the health and safety of all members of the College community. These objectives are accomplished through the establishment and enforcement of reasonable standards for academic and personal conduct. As such, the College has the legal right to refuse student's status to individuals who do not meet these standards and to impose reasonable disciplinary censures on students who are found responsible of violating these standards. The [Student Code of Conduct](#) can be found on the LDCC website. All students are encouraged to read and be familiar with the LDCC Student Code of Conduct.

Tobacco-Free Policy

As of July 1, 2010, Louisiana Delta Community College is tobacco-free. This means the use of tobacco or "tobacco-like" products by anyone at any time will not be allowed in or outside buildings or on the campus grounds. This policy applies to all campuses.

Dress Code

Although Louisiana Delta Community College does not have an official policy concerning dress code, the students, faculty, and staff of the College take pride in exhibiting an appropriate and professional appearance while on campus and while representing the College. Therefore, all LDCC students are expected to dress in an appropriate manner while on campus, while in the classroom, and while representing the College within the community. This would include shirts, shoes, and pants/shorts/dress. Student's apparel should be neat, clean and in good taste. Clothing bearing profane or offensive language will not be allowed on any LDCC campus. Also "sagging" pants are not appropriate and not allowed on campuses. Offenders may be asked to leave campus, change clothing and/or issued violation citations. Repeat offenders will be referred to the Director of Student Success Services/Coordinator for Student Affairs for appropriate disciplinary action. Some Departments maintain a student dress code based on the program curriculum, such as Process Technology. Contact the Departmental Supervisor for more information.

Student Photo ID Cards

All LDCC students are required to have a valid Photo ID Card. The Photo IDs can be obtained during registration after tuition and fees are paid. Throughout the semester, students can come by the Library during the scheduled times posted to obtain a Photo ID.

- Delta Photo ID cards allow students to have access to the ULM Library
- Replacement Photo IDs cost \$5.00. Payment must be made at the Delta Student Billing Office. This receipt must be presented to the Office of Student Success Services to obtain the replacement ID.

Vehicle Registration

Parking for all LDCC students is restricted to designated areas for students. Students parking in other areas than those identified for student parking can expect to be ticketed. Parking decal are paid for at the Student Billing Office. The cost is \$45 Fall to Summer, \$30 Spring to Summer and Summer only \$15. Financial aid funds (if you are eligible) may be used to cover the cost of the parking decal if you have completed a financial aid authorization form. Otherwise, you will have to pay for the parking decal out of pocket.

- The parking decal must be displayed on the outside of the lower left portion of the rear window of the vehicle.
- Faculty and Staff parking zones are marked with appropriate signs.
- There are designated areas for individuals with disabilities and temporary parking.
- All students with a current ULM parking decal will be allowed to park in the student commuter parking areas.

Student Success Services

Title IX

Statement that offenses are prohibited: LA Delta Community College is devoted to preserving and supporting an educational atmosphere founded on civility, dignity and mutual respect. Therefore, acts of violence such as domestic violence, dating violence, sexual assault, and stalking are strictly prohibited at LA Delta Community College and will not be tolerated.

LA Delta Community College is committed to strengthening our community and ensuring the security and well-being of our entire community population by instituting clear policies and providing education and training to e Title IX is an Educational Amendment that prohibits discrimination based on gender in educational programs and activities that receive federal financial assistance. To ensure compliance Delta Community College has developed policies that prohibit discrimination and sexual misconduct on the basis of gender (The full Nondiscrimination Policy is on page 3 of the Student Handbook and Sexual Harassment Policy is on p. 43 of the Student Handbook).

Delta is committed to providing an environment free from gender-based discrimination or harassment which includes sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, gender-based harassment, stalking, and intimate partner violence.

All complaints of illegal discrimination and harassment are taken seriously and are investigated. Individuals found participating in any form of unlawful discrimination, harassment, or retaliation against another student or an employee for filing a complaint or cooperating with an investigation shall be subject to disciplinary action

Definitions of offenses:

Domestic Violence: from Wikipedia, the free encyclopedia:

“**Domestic violence**, also known as **domestic abuse**, **spousal abuse**, **child abuse** or **intimate partner violence (IPV)**, can be broadly defined as a pattern of abusive behaviors by one or both partners in an [intimate relationship](#) such as marriage, dating, family, friends or cohabitation. Domestic violence has many forms including physical aggression (hitting, kicking, biting, shoving, restraining, slapping, throwing objects), or threats thereof; [sexual abuse](#); [emotional abuse](#); controlling or domineering; [intimidation](#); [stalking](#); passive/covert abuse (e.g., [neglect](#)); and [economic deprivation](#). Domestic violence may or may not constitute a [crime](#), depending on local statutes, severity and duration of specific acts, and other variables. Alcohol consumption and [mental illness](#) can be [co-morbid](#) with [abuse](#), and present additional challenges when present alongside patterns of abuse.”

Dating Violence: The term “dating violence” means violence committed by a person—

- A. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and

B. Where the existence of such a relationship shall be determined based on a consideration of the following factors:

- (i) The length of the relationship.
- (ii) The type of relationship.
- (iii) The frequency of interaction between the persons involved in the relationship.

Dating violence is controlling, abusive, and aggressive behavior in a romantic relationship. It can happen in straight or gay relationships. It can include verbal, emotional, physical, or sexual abuse, or a combination.

Stalking: The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- A. fear for his or her safety or the safety of others; or
- B. Suffer substantial emotional distress.

The legal definitions of stalking may vary from one state to another. Stalking includes a broad range of behaviors directed toward the victim when such behaviors harass, frighten, threaten and force the stalker into the life of the victim.

Sex Offenses:

- A. Forcible Sex offenses- Forcible is defined as any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent.

Forcible Rape, Forcible Sodomy, Sexual Assault with an Object, and Forcible Fondling.

- B. Non-Forcible Sex Offenses- Non-forcible is defined as unlawful, non-forcible sexual intercourse

Incest, Statutory Rape

Hate Crimes: These are not stand alone “hate crimes”; there must be an underlying crime that is motivated by bias. Categories of prejudice (based on actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability) has been expanded to include: National Origin, Gender Identity

Definition of consent:

Consent in regards to sexual activity is defined as a clear, unambiguous, and voluntary agreement between individuals to engage in specific sexual activity. The absence of a "no" does not mean consent; a clear "yes," verbal or otherwise, is necessary. Consent does not need to be verbal; however, verbal communication is the most reliable form of asking for and gauging consent, and individuals are thus urged to seek consent in verbal form. Talking with sexual

partners about desires and limits may seem difficult, but helps for positive sexual experiences involving mutual willingness and respect.

Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition. Consent cannot be obtained by threat, coercion, or force. Agreement given under such conditions does not establish consent. Individuals are not consenting when they are saying “no” or “stop,” crying, moving away, pushing the other away, incapacitated by drugs or alcohol, drugged, asleep, passed out, intimidated, manipulated, threatened, confined, or coerced. If an individual does not consent, then it is sexual assault or rape, and against the law.

Consent to some sexual acts does not infer consent to others, nor does past consent to a given act imply ongoing or future consent. Consent can be retracted at any time.

Why is consent important?

- Communication, respect, and honesty make sex and relationships better.
- Asking for and obtaining consent shows that you have respect for both yourself and your partner.
- Positive views on sex and sexuality are empowering.
- It questions traditional views about gender and sexuality.
- It eliminates the entitlement that one partner feels over the other. Neither your body nor your sexuality belongs to someone else.
- It is normal and healthy for women to expect to be included in the consent process.

Bystander Intervention options to prevent harm

Bystander Intervention Solutions:

- Direct- approach the victim or perpetrator about what is happening
- Distract- the perpetrator from his intentions
- Delegate- the responsibility to someone else to act

Risk reduction information

Sexual Violence—Risk Reduction Tips

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk experiencing a non-consensual sexual act. Below, suggestions to avoid committing a non-consensual sexual act are also offered:

1. If you have limits, make them known as early as possible.
2. Tell a sexual aggressor “NO” clearly and firmly.
3. Try to remove yourself from the physical presence of a sexual aggressor.
4. Find someone nearby and ask for help.

5. Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
6. Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

1. Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
2. Understand and respect personal boundaries.
3. **DON'T MAKE ASSUMPTIONS** about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity then you **DO NOT** have consent.
4. Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
5. Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.
6. Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don't abuse that power.
7. Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
8. Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

Campus Police Phone: 318-345-9105**Emergencies: 911****Campus Safety**

Campus Police Officers are on duty during school hours at all campuses. They are there for your protection and to assist you. Call them to report a crime, questionable individuals or situations, and to help out with many situations on campus. Anonymous tips may be submitted to Campus Police through the community college's website by going to Safety and Security and then to Anonymous Tips.

Police Escort is available for any student, guest, staff, or faculty member of the college who would like to be accompanied from your car or building. Contact campus police at 345-9105 or contact the on-site police officer.

Battery Boost is available if at the main campus if your car battery has died and you need a cable start.

Parking

Parking for all LA Delta students is restricted to the designated areas for students. Students parking in other areas than those identified for student parking will be ticketed. All students who park on campus must have a valid parking decal on their vehicle.

The parking decal should be displayed on the outside of the lower left portion of the rear window of the vehicle. Faculty and Staff parking zones are marked with appropriate signs. There are designated areas for individuals with disabilities. Temporary parking permits are issued and approved by the Office of Campus Police.