

# SUPPORT SERVICES

## Counseling

Personal and career counseling is offered to all applicants through the Student Affairs Office of each campus. Qualified counselors are available to meet with applicants concerning test results, program offerings of the college, physical and academic requirements for success in a program, financial aid and job opportunities. The counselor can assist the student with needed information for making an informed career choice. Counselors can also provide information for a wide variety of resources to assist students in obtaining social services.

## Students with Disabilities

LTC Region 4 actively recruits prospective qualified students, including those with disabilities. Title I and Title II of the Americans with Disabilities Act are strictly adhered to and the campus will make available auxiliary aids and services as well as reasonable alterations in facilities, policies, and practices in order that qualified individuals with disabilities may have access to both employment and training. Interpreters are available for deaf and hearing impaired students.

A student needing special accommodations for successful participation in a program must submit official documentation of his/her disability to the campus counselor prior to entry into college. After paying tuition, the student must bring the tuition receipt and a copy of his/her class schedule to the counselor in order for her to notify the student's instructors of what accommodations must be made. The student must follow this procedure every semester in order for the instructors to know that accommodations must be provided.

## Career Information Services

The college has information available to assist applicants and students with other college/university program offerings, employment information, and career assessment.

A computer program is available for applicants and students to research careers and to assess interests and aptitudes. This information is housed in the Greater Acadian Region 4 Career Center in the Student Affairs Office. The Internet is also available to assist with career and employment information.

## Library

Students have access to complete library information via the Internet. Computers are available for this use in all LTC Region 4 campuses. Through a Memorandum of Understanding with South Louisiana Community College, LTC Region 4 students who are enrolled or cross-enrolled in courses at South Louisiana Community College have full access to library facilities at this institution.

## Internet Use

Access to the Internet is given as a privilege to students/faculty/staff at LTC Region 4 campuses *for educational purposes only*. The user must maintain the following online behavior rules:

Users are responsible for good behavior on the Internet just as they are in the college building. General college rules for behavior and communications apply. Students will acquire permission from their teacher/supervisor before accessing the Internet.

General Guidelines for Acceptable Use of Computing Resources: These guidelines set forth standards for responsible and acceptable use of computing resources. They supplement existing LTC policies, agreements, and state and federal laws and regulations. Computing resources include computer systems, servers, workstations, printers, scanners, communications networks and devices, software, files.

Computing resources are provided to support the academic, instructional, and administrative objectives of

the college. These resources are extended for the sole use of the faculty, staff, students, and other authorized users to accomplish tasks related to the user's status at the college and consistent with LTC's mission.

Users are responsible for using computing resources for the intended purposes only. Each user is responsible for all transactions made under the authorization of his or her ID, and for all network activity originating from his or her login session.

Violation of these guidelines constitutes unacceptable use of computing resources, and may violate other LTC policies and/or state and federal law. Suspected or known violations should be reported to the appropriate LTC Greater Acadiana Region 4 Campus administration/computing unit. Violations may result in revocation of computing resource privileges, faculty, staff or student disciplinary action, or legal action.

The following provisions describe ***conduct prohibited*** under these guidelines and ***are not permitted***:

- Altering system software or hardware configurations without authorization, or disrupting or interference with the delivery or administration of computer resources.
- Attempting to access or accessing another's account, private files, or e-mail without the owner's permission; or misrepresenting oneself as another individual in electronic communication.
- Installing, copying, distributing or using software in violation of: copyright and/or software agreements; applicable state and federal laws;
- Using computing resources for commercial or profit-making purposes without written authorization from the campus dean.
- Failing to adhere to individual departmental or unit lab and system policies, procedures, and protocols.
- Using computer resources for illegal activities. Criminal and illegal use may include obscenity, child pornography, adult pornography, threats, harassment, copyright infringement, defamation, theft, and unauthorized access.
- Unauthorized downloading of software, music, and other multimedia files and/or installing the same on the college's computers.
- Playing online games or downloading the same.
- Unauthorized online chatting, which wastes the network's bandwidth.
- Damaging computer systems or communications networks or intentionally wasting resources.
- Violating copyright laws. (The legal rights of software producers and network providers, and copyright and license agreements, must be honored)
- Disrespect of others' privacy and intellectual property.
- Transmission of any material in violation of any state, federal, or international regulation. This includes, but is not limited to: copyrighted material, threatening, harassing, or obscene material, pornographic material, or material protected by trade secret.

Classroom teachers/supervisors may add to the above rules.

**Consequences for inappropriate use:** Any individual not following the *Internet Use Policy* and general rules for safety will be subject to disciplinary consequences of the college. ***This will include suspension from college for a minimum of three days and loss of Internet privileges on campus.***

## **Job Placement**

Job placement assistance is available to graduates and those students who possess marketable skills in locating employment in the occupational field for which they have been trained. LTC Region 4 does not guarantee placement to any student. When employment information is secured, it will be shared with the instructional staff with a request to notify students. A bulletin board which displays Job Opportunities is available for student use on each campus. Employers are able to electronically post job openings on the LTC Region 4 website. Please check this site often for new postings. For additional information on placement, please contact the campus Office of Student Affairs.

## **Follow-up of Students**

The governing board and accrediting agency mandate that technical colleges perform routine follow-up on all students. This data is used to indicate the success of the program and the employment success of the students. For this reason, former students are asked to complete a questionnaire periodically about their training and employment. Employers are also requested to evaluate the former student/employee's skills.

Formers students and employers may self-report placement and follow-up data by accessing the form on the LTC Region 4 website. Hard copies of forms are also available in the campus office of student affairs.