



Student Right to Know/Consumer Information

Consumer Information Disclosures

The Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), includes many disclosure and reporting requirements that postsecondary institutions participating in federal student aid programs make to enrolled and prospective students, parents, employees, and the public.

In compliance with federal law, a brief description of the information that must be disclosed, where to find the information online, and contact information for the responsible department is provided below. For your convenience, most of this information is provided in the Student Catalog and Handbook, <https://www.cltcc.edu/student-services/student-catalog-handbook>.

If you have questions or would like to request a paper copy of any materials, please call 318-487-5443.

Contact:

Chancellor: Dr. Jimmy Sawtelle, jsawtelle@cltcc.edu

Executive Vice Chancellor: Dr. Heather Poole, heatherpoole@cltcc.edu

Vice Chancellor Finance: Amanda Cain, CPA, amandacain@cltcc.edu

Human Resource Director: Angel McGee, angelmcgee@cltcc.edu

Alexandria Campus, 318-487-5443 (Dean: Lisa Doney)

Ferriday Campus, 318-757-6501 (Dean: Mignonne Ater)

Huey P. Long Campus, 318-628-4342 or 318-628-3815 (Dean: Jeff Johnson)

Rod Brady Campus, 318-992-2910 (Dean: Michelle Morea)

Ward H. Nash Campus, 318-876-2401 or 318-876-2701 (Dean: Kathryn Brown)

CLTCC is part of the LCTCS system.

For direct information to LCTCS (800) 272-8451

Accreditation

Contact: COE and SACSCOC Accreditation Liaison | Email: heatherpoole@cltcc.edu | Phone: 318-487-5443

Central Louisiana Technical Community College is accredited by the Accrediting Commission of the Council on Occupational Education (COE). The main campus and each branch campus within CLTCC are currently accredited by COE, respectively, and will be included in the regional accreditation process. This accreditation means that, nationwide, CLTCC will be recognized as meeting standards of training acceptable for accreditation.

The Commission of the Council on Occupation Education (COE)
Council on Occupational Education
7840 Roswell Road
Building 300, Suite 325
Atlanta, GA 30350
Telephone (770) 396-3898 or (800) 917-2081
Fax: (770) 396-3790
www.council.org

Central Louisiana Technical Community College is a candidate for the Southern Association of Colleges and Schools Commission on Colleges. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Central Louisiana Technical Community College.

ADA For Faculty and Staff

Contact: ADA Coordinator for Employees | Email: angelmccgee@cltcc.edu | Phone: 318-487-5443

Employees in need of accommodations should contact the Human Resources Department to discuss specific needs and the accommodations process.

ADA For Students

Contact: ADA Coordinator for Students | Email: thomasclarke@cltcc.edu | Phone: 318-487-5443

If you are a student with a disability and you require accommodations, contact Thomas Clarke, ADA Coordinator.

Americans with Disabilities Act (ADA)

Central Louisiana Technical Community College is committed to ensuring an inclusive and accessible environment for all students, faculty, staff, and visitors in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended, and the ADA Amendments Act of 2008.

We are dedicated to providing reasonable accommodations to qualified individuals with disabilities to ensure equal access to our educational programs, activities, and services. Central Louisiana Technical Community College strives to create opportunities for individuals with disabilities that are as effective and inclusive as those provided to others.

Campus Security Policies, Crime Statistics, Crime Log, Fire Log

Contact: Safety Coordinator | Email: lisadoney@cltcc.edu | Phone: 318-487-5443

Information regarding public safety at CLTCC is provided on the College's website. The website provides information about police and public safety resources, reporting crimes, emergency notification, crime prevention, campus facilities, residence housing security, sexual harassment policy, Drug & Alcohol Abuse Prevention policy, and crime statistics. Link to current and past Crime & Statistics Reports <https://www.cltcc.edu/campus-security-reports>. See also [HRC 69](#).

College Navigator

[College Navigator](#) is a free consumer information tool designed to help students, parents, high school counselors, and others search for and obtain information about U.S. postsecondary institutions. It provides information about tuition and fees, retention and graduation rates, use of financial aid, student loan default rates and features a cost calculator and school comparison tool.

College Scorecard

[College Scorecard](#) is a free consumer information tool designed to help students and others search for and obtain information about the cost of postsecondary institutions.

Constitution Day

Contact: Office of Student Services | Email: studentservices@cltcc.edu | Phone: 318-487-5443

On May 24, 2005, the U.S. Department of Education released a Notice of Implementation, announcing that all educational institutions receiving federal funding must provide an educational program pertaining to the United States Constitution on September 17 of each year commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week. Students and classes are encouraged to participate in the events scheduled for Constitution Day.

To learn more about the United States Constitution, select from the following list of resources:

- [United States Constitution](#)
- [Charters of Freedom](#)
- [What is Your Constitution IQ?](#)
- [Facts About the U. S. Constitution](#)

Copyright & File Sharing

Contact: Information Technology Department | Email: helpdesk@cltcc.edu | Phone: 318-487-5443

Central Louisiana Technical Community College maintains a campus network to support and enhance the academic and administrative needs of our students, faculty, staff and other campus users. Users of CLTCC Open Computer Labs and the College's computer system must adhere the College's Computer Use Policy provided in the [College Catalog](#) and to federal and state laws related to computer fraud, software, piracy, unauthorized distribution of copyrighted material, unauthorized peer-to-peer file sharing, etc.

Cost of Attendance

Contact: Director of Financial Aid | Email: financialaid@cltcc.edu | Phone: 318-487-5443

Information concerning the cost of attending CLTCC is available from the Office of Student Financial Aid. These costs consist of tuition and fees, books and supplies, room and board, transportation, and any additional costs for a program in which the student is enrolled or expresses an interest. Students can use the Net Price Calculator to estimate the cost of attendance <https://www.cltcc.edu/financial-aid/files/net-price-calculator/index.html>.

Drug & Alcohol Abuse Prevention Program

Contact: Executive Vice Chancellor of Academic and Student Affairs | Email: heatherpoole@cltcc.edu | Phone: 318-487-5443

CLTCC publishes the Substance Abuse & Drug-Free Policy in the [College Catalog](#) and on the website <https://iq3.smartcatalogiq.com/catalogs/central-louisiana-technical-community-college/2023-2024/undergraduate-catalog/academic-policies/substance-abuse-and-drug-free-policy>. The policy includes information about alcohol and other drug health risks, drug alcohol laws and penalties, and campus alcohol and other drug education and counseling resources.

Educational Programs, Instructional Facilities, and Faculty

Contact: Executive Vice Chancellor of Academic and Student Affairs | Email: heatherpoole@cltcc.edu | Phone: 318-487-5443

Information concerning CLTCC's current educational programs, course descriptions, and a listing of current faculty is available in the [College Catalog](#). A

system map and a map of each instructional facility in our six-parish service area is available on our website.

Facility Access

Contact: ADA Coordinator for Students | Email: thomasclarke@cltcc.edu | Phone: 318-487-5443

CLTCC is an equal opportunity institution and upholds all federal and state laws regarding non-discrimination and equal access.

CLTCC is continuously improving the accessibility of our campus. If you encounter any barriers during your time on our campus or within any of our programs, please let us know by contacting the ADA Coordinator.

Federal Student Financial Aid Penalties for Drug Law Violations

Contact: Director of Financial Aid | Email: financialaid@cltcc.edu | Phone: 318-487-5443

Federal law provides that a student who has been convicted of an offense under any federal or state law involving the possession or sale of a controlled substance during a period of enrollment for which the student was receiving financial aid shall not be eligible to receive any federal or institutional grant, loan, or work assistance.

Financial Aid Programs

Contact: Director of Financial Aid | Email: financialaid@cltcc.edu | Phone: 318-487-5443

The Central Louisiana Technical Community College website (<https://www.cltcc.edu/financial-aid/types-of-aid>) provides information about the following: need-based and non-need-based federal, state, local, and institutional financial assistance programs available to students; eligibility requirements and procedures for applying for aid; criteria for selecting recipients and determining amount of award; methods and frequency of disbursements of aid; financial aid terms and conditions, including terms applicable to employment provided as part of a financial aid package; rights and responsibilities of students receiving Title IV, HEA loans; the availability of financial aid for study abroad programs; how financial aid is handled when students withdraw; and whom to contact for questions regarding financial aid; the terms and conditions of federal student loans; entrance and exit counseling information; and drug violation penalties. CLTCC follows the National Association of Student Financial Aid Administrators Code of Conduct and is provided in this link.

https://www.nasfaa.org/Code_of_Conduct

Financial Aid References/Resources

2022-2023 NSLDS Federal Student Aid History and Handbook

<https://fsapartners.ed.gov/knowledge-center/fsa-handbook/2022-2023>

N2023-2024 NSLDS Financial Aid History and Student Aid Handbook

<https://fsapartners.ed.gov/knowledge-center/fsa-handbook/2023-2024/vol1/ch3-nsls-financial-aid-history>

Grievance Policy

Contact: Executive Vice Chancellor of Academic and Student Affairs |

Email: heatherpoole@cltcc.edu | Phone: 318-487-5443

The [Grievance Policy](#) is available on the College website.

Net Price Calculator

Net Price Calculator is a calculator to help you identify your total cost of attending CLTCC <https://www.cltcc.edu/financial-aid/files/net-price-calculator/index.html>.

Non-Discrimination Statement

Contact: Director of Human Resources | Email: angelmccgee@cltcc.edu | Phone: 318-487-5443

Central Louisiana Technical Community College does not discriminate in its educational and employment policies and procedures with regard to race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, or veteran status.

Privacy of Student Records – Family Educational Rights and Privacy Act (FERPA)

Contact: Registrar | Email: registrar@cltcc.edu | Phone: 318-487-5443

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. CLTCC publishes a [FERPA Notification](#) that delineates student rights under FERPA. Additionally, CLTCC information on confidentiality of student records is published in the [College Catalog](#).

Refund Policy, Requirements for Withdrawal, and Return of Title IV

Contact: Director of Financial Aid | Email: financialaid@cltcc.edu | Phone: 318-487-5443

If a student completely withdraws from all courses, Central Louisiana Technical Community College will adhere to its refund policy as published in the [College Catalog](#) (which includes requirements for return of Title IV, HEA grant or loan aid).

Sexual Harassment / Discrimination Policies and Discrimination Grievance Procedures

Contact: Title IX Coordinator | Email: titleix@cltcc.edu | Phone: 318-487-5443

The Chief Human Resources Officer serves as the Title IX Coordinator and is available to meet with individuals who believe sexual misconduct has occurred. The Title IX Coordinator is responsible for explaining applicable college policies and procedures (see below), including those pertaining to sexual misconduct, and will oversee the investigation.

Title IX and Power-Based Violence Policies and Training info:

- <https://campussuite-storage.s3.amazonaws.com/prod/1558543/91b64910-2d2e-11e8-8c09-0a7155647e8a/2332545/120ee03a-31cd-11ec-bca0-02b4ec425fd5/file/9.001 LCTCS POLICY ON POWER-BASED VIOLENCE 10.20.21.pdf> Index | Title IX (lctcs.edu)
- [Title IX | CLTCC Event Calendar](#)
- [College Navigator - Central Louisiana Technical Community College \(ed.gov\)](#)
- [HRC 59](#)

Student Diversity

Contact: Stephen Cox | Email: stephencox@cltcc.edu | Phone: 318-487-5443
Student Diversity data is maintained and published by the Associate Vice Chancellor for Institutional Effectiveness. Information about student body diversity, including the number of enrolled full-time students by gender and race/ethnicity, is provided in the CLTCC Fact Book. [Quick Facts | CLTCC Event Calendar](#). See also [Student Outcomes](#).

Student Outcomes

Contact: Stephen Cox | Email: stephencox@cltcc.edu | Phone: 318-487-5443
Student Outcomes data is maintained and published by the Associate Vice Chancellor for Institutional Effectiveness. Additional graduation and retention rate information is available on the [College Navigator](#) website. See also [Student Outcomes](#) and [HRC 69](#)

Textbook Information

Contact: Director of Library Services | Email: daeneltucker@cltcc.edu | Phone: 318-487-5443
Textbook and required course material information is made available directly from the <https://bncvirtual.com/cltcc>.

Transfer of Credit and Articulation Agreements

Contact: Registrar | Email: registrar@cltcc.edu | Phone: 318-487-5443
Transfer credit policies and articulation agreements are available on the Central Louisiana Technical Community College website and in the [College Catalog](#). To obtain a copy of accreditation, approval, or licensing information, please contact Academic Affairs.

Vaccination Policies

Contact: Office of Student Services | Email: admissions@cltcc.edu | Phone: 318-487-5443

As required by Louisiana R.S. 17:110, Schools of Higher Learning, students born after 1956 must provide proof of immunization against measles, mumps, rubella, and tetanus-diphtheria as a condition of enrollment. Specific requirements are published in the [College Catalog](#).

Verifications & Certifications

Contact: Office of Enrollment Services/Registrar | Email: registrar@cltcc.edu |
Phone: 318-487-5443

CLTCC has authorized the National Student Clearinghouse to provide degree and enrollment verifications. If you are an Employer, Credit Grantor, Insurance Company, Background Screening Agency, please contact the National Student Clearinghouse. Contact information is provided below:

Web: www.degreeverify.com

Mail: National Student Clearinghouse
2300 Dulles Station Boulevard, Suite 300
Herndon, VA 20171

Voter Registration

Contact: Office of Office of Student Services | Email: studentservices@cltcc.edu |
Phone: 318-487-5443

Central Louisiana Technical Community College fully supports and advocates that students and employees register to vote. Information on voting in local, state, and federal elections may be accessed at the [Louisiana Secretary of State website](#). You can also register to vote online using the Secretary of State's Online Voter Registration (OVR) system.