Oglala Lakota College Registration Packet

Welcome, thank you for choosing Oglala Lakota College. The Braveheart road is difficult but the journey you choose brings fortitude and perseverance for yourself and your tiwahe (community).

It makes my heart good to see you! Čhaŋté wášte wačhíŋyanke!

This packet contains admission, registration, and various service information that is provided by Oglala Lakota College. We have a decentralized system with a college center in every district on the Pine Ridge Reservation along with extension centers in Rapid City and Cheyenne River. Most centers have a GED Tutor and a Student Support Services TRIO Tutor. Every district center has a Director, Counselor, and qualified faculty to assist you in your educational journey. Working hours while classes are in session are Monday-Thursday, 8:30-8:00 pm and 8:30-5:00 on Fridays, otherwise we're here from 8:30-5:00 Monday through Friday. Please visit our website at www.olc.edu.

Steps to Enrolling at Oglala Lakota College

Step One – *Online Application and Supplemental documents to Registrar's Office:*

☐ **Complete Online Application,** new and transfer students need to complete the application, answer all questions accurately. All new students need to declare a major when completing the online application, it is important to plan and use your PELL and other sources of funding wisely by taking courses that will apply to a degree that will assist you in a career that you enjoy. Returning students who have sat out for a semester or longer need to reapply using online application. Continuing students from the current semester that have changes to their address or major need fill out the correct forms online, if there are no changes they only need to log into Jenzabar and register for courses. www.olc.edu

☐ **FASFA, if applicable,** please complete your Free Application for Federal Student Aid at www.studentaid.gov our school code is 014659.

☐ **High School or GED Transcripts**, submit a copy of your official **signed** high school/GED **transcripts** to the center staff or the application is incomplete and shall be deleted after seven days. *(International Students need to show a VISA with and F-1 with approval from original college or H-4 status.) If you're an Early Entry student submit reference letter from principal or counselor with transcripts.*

☐ **Tribal Enrollment**, **if applicable**, please submit certified copy of Degree of Indian Blood or if the student is not enrolled provide a copy of your <u>birth certificate</u> and parent's degree of Indian blood.

☐ **College Transcripts,** if students wish to transfer courses they need to provide official transcripts to our office for evaluation which could take three weeks.

☐ **Social Security Number,** copy of card, state or tribal ID that shows the number, or W2 or tax form that shows the number, this needs to be cross referenced with financial aid.

☐ **Service Area Residency,** submit a copy of one of the following three options: **Current S.D. Driver's License** or **Tribal I.D. with two forms of mail matching address on tribal ID** or **Affidavit of Residency**.

Step Two – *Assessment and Preparation for College Level Courses:*

☐ **Foundational Studies, t**o complete the College Readiness Assessment, the student must be an admitted student, and have received an Oglala Lakota College Student ID so that they may test. The OLC ID will be used to register on the Accuplacer system. This allows for better tracking of the students as they test. Each student will be administered two chances for testing. The first **session** on the Branching Profile of **OLC Placement** and then the second is the follow up testing session. Early Entry students have to pass Accuplacer to enroll in college level courses.

Step Three – *Other important information:*

☐ **Orientation,** is held each semester at all college centers and college wide, please visit with your counselor for times and dates. At this time you need to request a copy of the student handbook or access it online at www.olc.edu under the "Students" dropdown menu.

☐ **Email,** students need to use their OLC email account, as instructors, center staff, financial aid and registrar offices will utilize it when communicating important announcements and student information.

☐ **Athletics,** students who wish to participate must be ¾ time or enrolled in nine (9) hours along with a GPA of 2.00 this will also be verified prior to every event.

☐ **Veterans,** students who wish to receive the GI Bill or any VA benefits need to apply at the GIBiLL website www.gibill.va.gov , submit and print the application, fill out the **Military/VA Benefit Certification**, provide a copy of the DD-214 and send everything to the Registrar's office at registrar@olc.edu. Veterans who are no longer eligible for VA benefits and have used all PELL hours can apply for the Tuition Waiver.

☐ **Disability inquiries,** if you answer yes and you need services submit an "Application for Services" form and return to Coordinator of Support Services. (Don Giago @ 455-6083, dgiago@olc.edu)

☐ **Facebook/Social Media,** join your HOME centers social media sites for events, activities, and course information, visit with your counselor.

Online Access Information

Please be advised that all students of Oglala Lakota College have online access accounts that they will be accessing via the internet. Write your username and passwords for each account and keep it in a safe place for future reference.

Account	Web Address	User ID	Password/Pin
Jenzabar	http://exweb.olc.edu/ics		
E-mail	http://Gmail.com		
Financial Aid	http://www.fafsa.ed.gov		
OLC Scholarships	https://aicfstudents.civicore.com		
Virtual Campus	https://moodle.olc.edu/		
FSA-ID	http://fsaid.ed.gov		

Oglala Lakota College Student Information System (SIS)
OLC uses a student information system called Jenzabar, this is where student records are held. Students need to be admitted in order to have an account created. At this site you can register for classes, view your course schedule, monitor their own attendance, print your grade reports at the end of the semester, obtain a copy of your unofficial transcripts and view your billing and payment history.

Oglala Lakota College Email
OLC moved to Gmail Suite in August 2018, this means that Gmail will host our email but we keep the "olc.edu" at the end of our emails. All current students were migrated over, keeping the same combination of letters and numbers for the usernames and passwords for all students. This means that any new students or returning students will need to be created and added as registration begins each semester.

The common combination will always be the FIRST INITIAL, LAST NAME, and STUDENT ID NUMBER. If the student has two words in their last name, only the first word will be used.

For example: Justin Williams will be jwilliams1234@olc.edu and Kacena One Horn will be kone1234@olc.edu

The passwords will be set initially to the same combination of letters and numbers.

For example: the password for jwilliams1234@olc.edu will be jwilliams1234 and the password for kone1234@olc.edu will be kone1234.

Upon first logging into their email, for security purposes, students must create a new password for their account. If they forget their password, it will be reset to the original combination of letters and numbers in relation to their name and student ID. When a password reset is needed, students can contact their counselor or use an alternate email and contact support@olc.edu.

NEW Student emails will be created when the student is created in Jenzabar.
RETURNING Students will be created when a Returning Student Application is submitted or counselors can submit a ticket at support@olc.edu.
Name Changes will only be processed with a Social Security Card, this will update Jenzabar and Gmail accounts for students.

Financial Aid: This is the site you will use to apply for FAFSA (Free Application for Federal Student Aid) which pays for your college expenses if you are eligible. Please utilize the IRS Data Retrieval Tool to complete your FAFSA application, if you need assistance, please see your counselor. You must do every **ACADEMIC YEAR!!**

OLC Scholarships: This is the site we use when selecting our scholarship recipients each semester. Remember to complete your applications and hit submit! Type your essay in Word so you can edit it before you copy and paste it into the scholarship site. **IN-HOUSE SCHOLARSHIPS ARE DUE THE SECOND WEEK OF CLASSES!!!!!**

Virtual Campus: This is the site we use for our online classes. If you sign up for an online course, please contact the instructor of the class within the first week or you will be dropped. Make sure your instructor has added you to the online roster for the class.

You should memorize these or keep them in a secure place where others will not be able to use this information for their own use. **This information is confidential**; if you lose them please let us know so we can help you retrieve/change them!

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Google Tutorials - YouTube Videos
Compiled by: Tamara Bauck, Ed.D. – August 2018
These are only a starting point, there are many more videos and skills.
https://drive.google.com/drive/folders/1C2FSxCFnawL15DjuLDhUVflEq0EXR1kr?usp=sharing
https://goo.gl/AezegY

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App	Title	YouTube Video
Calendar	Learn Google Calendar -Tutorial	https://goo.gl/fswojf (22:51)
	The NEW! Google Calendar - Tutorial	https://goo.gl/mgmn2g (11:26)
	Google Calendar Sharing Basics	https://goo.gl/4Hp93j (6:22)
	Creating, sharing, and subscribing to a Google calendar	https://goo.gl/Hn3Jqr (9:52)
	10 Google Calendar Tips & Tricks You're Probably Not Using	https://goo.gl/QYZVVH (12:52)
Classroom	Google Classroom Tutorial	https://goo.gl/HvUuAp (13:20)
Docs	Google Docs - 4 Important Things to Know	https://goo.gl/om8esj (11:26)
	Use Voice Typing to Format your Google Docs	https://goo.gl/FNp8ZY (3:55)
	Get More Fonts for Google Docs and Slides	https://goo.gl/YdZZQY (1:54)
	7 Google Docs Tips & Tricks You're Probably Not Using	https://goo.gl/5qRBHy (13:25)
	Google Docs - 5 Great Features!	https://goo.gl/bcChJc (10:04)
	Google Docs - 4 Terrific Time-Saving Tips!	https://goo.gl/8BRLkP (7:37)
Drive	Google Drive Tutorial - Sharing Files and Folders [How to]	https://goo.gl/EHn5Us (7:08)
	7 Google Drive Tips & Tricks You're Probably Not Using	https://goo.gl/AfCb79 (12:19)
	OCR - Google Drive Tutorial	https://goo.gl/mX6KZL (1:58)
Forms	The New Google Forms - Detailed Tutorial	https://goo.gl/gSSohq (22:33)
	Google Forms - Self Grading Quizzes	https://goo.gl/FRcnHB (7:12)

Mail	Get a Grip on Gmail - Beginners Tutorial and Tips & Tricks	https://goo.gl/T4Ybqr (23:20)
	How to Use Inbox by Gmail	https://goo.gl/coVJF9 (7:23)
	The New Gmail Look! Quick Walkthrough	https://goo.gl/UUdXqk (4:59)
	Create a Group in the NEW Gmail	https://goo.gl/KFNka5 (3:09)
	How to Make Gmail Look Like Outlook - 3 Tips	https://goo.gl/uZsP3J (4:42)
	How to use Filters in Gmail	https://goo.gl/goZXsZ (4:48)
Google+	How to Use Google+ Plus For Beginners	https://goo.gl/d3PCCV (11:57)
Hangouts	How to Use Google Hangouts - Detailed Tutorial	https://goo.gl/M9Cwip (14:10)
	Live Stream with Hangouts on Air - New 2016 Tutorial	https://goo.gl/sctm91 (18:34)
Photos	Google Photos Tutorial - Backup Your Photos	https://goo.gl/A3MEYb (10:44)
Scholar	Using Google Scholar	https://goo.gl/Si8gEx (2:41)
Google Alerts	Google Scholar Alerts	https://goo.gl/KTMW56 (4:04)
Sheets	Google Sheets Tutorial - Designed for Beginners	https://goo.gl/FEL6zg (30:11)
Sites	How to use the New Google Sites - Tutorial	https://goo.gl/gcb2i8 (16:03)
Slides	6 NEW Updates for Google Slides	https://goo.gl/szcmi9 (4:36)
	Google Slides - Audience Q&A View	https://goo.gl/VhHcVg (3:45)
	Google Slides - Take Advantage of Templates	https://goo.gl/iWBv6t (5:18)

Oglala Lakota College

Instructional Division Department

Student ID Form

The Oglala Lakota College Student ID Card will get Students 50% OFF Discount on the Oglala Sioux Transit System!

☐ First Student ID Card   ☐ Duplicate Student ID Card

Student ID #: _____ **Date of Birth:** _____ **OLC Email:** _____

Name_____
          First   MI   Last

Mailing Address: _____
                    PO Box/Street   City   State   Zip

Home Center: _____

_____*OLC (Instructional Division Staff) will complete below*_____

Student ID Card Print No. & Date: _____
_____

Please, ensure sure the photo is saved as a JPG file. Please do not send glamour shots or use photo effects software. This will cause discoloration within the photograph and the Image may not be recognized by the ID Card Printer.
Thank you!

Please, submit the Student Identification Card Application with your Photograph to your OLC Student Support Service Counselor or you may send them directly to:
Oglala Lakota College
Instructional Division Department
Administrative Assistant
Requaw West
Email: *rwest@olc.edu*

Notice: This is an not an OLC Library Card, if you need a Library Card, please contact the Woksape Tipi for assistance.

Standards of Conduct Agreement

Student Name	Student ID	Home Center

STANDARDS OF CONDUCT (86-300)

OLC students will abide by the standards of conduct while on college premises. Every student has the right to a safe learning environment. To ensure this safety, OLC applies the following as acts of misconduct subject to disciplinary action.

- Any actual or threatened physical violence
- Gross disorderly conduct
- Verbal abuse or harassment
- Vandalism of OLC premises
- Attending classes under the influence of alcohol or drugs
- Failure to properly supervise children on college premises
- Any other student conduct that causes a disruption in classes or business transactions on college premises
- Failure to abide by the College's Gun-free/Weapon-free Policy

Oglala Lakota College shall have a zero tolerance for student confrontations that result in a violent act by one student against another student or any employee of Oglala Lakota College. A violent act shall include but not be limited to hitting or shoving another student.

Procedure

If a violation of the Standards of Conduct is reported, the following procedure will be followed:

Center Director and/or center staff will meet with the student(s) and any staff involved and will assess the situation.

An incident report form will be completed and given to the Registrar's and Student Affairs office.

A Student Conduct Agreement Form will be completed and signed by the student and by the Center Director and/or center staff.

The Student Conduct Agreement Form will be kept on file at the center.

If, at any time, a staff member or another student feels threatened in any way, local law enforcement will be contacted immediately.

I agree to adhere to the standard of conduct policy.

Student Signature:_____ Date:_____

Center Staff Signature:_____ Date:_____

Military / VA Benefit Certification

You must apply at https://www.benefits.va.gov/gibill/ in order to first start your benefits – this is a one-time application. This certification form gives Oglala Lakota College permission to certify your enrollment. If you have used benefits before at a different school, fill out a VA FORM 22-1995 (or Form 22-5495 for Ch. 35) before your benefits can be processed – this needs to be completed online and submitted to the VA.

Name:	Phone:
VA File #:	Student ID #:
Permanent Mailing Address:	
Non-OLC email:	Branch of Service:
Major (BS, BA, AA/AAS):	

Status Check all that apply: ☐Veteran ☐Active Duty ☐Guard/Reserve ☐Dependent/Spouse
Where will you attend class: ☐Rapid City ☐Pine Ridge ☐Kyle ☐Cheyenne River ☐Other:_____

Which GI Bill do you use?
☐Chapter 33, (Post 9/11, Fry, TOE), What is your % of Eligibility?_____
☐Chapter 30, (MGIB-Active)
☐Chapter 1606, (MGIB-SR), Which are you currently serving in? ____Guard _____Reserve
☐Chapter 1607, (REAP), Which are you currently serving in? ____Guard _____Reserve
☐Chapter 35, (DEA), Veteran's Claim Number/SSN/File #_____
☐Chapter 31, (VocRehab), Contact your counselor. They must submit a VA Form 28-1905.
☐What other benefits do you use?_____

Enrollment at Oglala Lakota College
Input expected number of credits per semester, Enter "0" or "NO" if you do not want to use benefits for a semester.

Summer ☐ Year:	Expected Credit Hours
Fall ☐ Year:	Expected Credit Hours
Spring ☐ Year:	Expected Credit Hours
*Will you take classes at other schools?	*If yes, you must notify our office each term.

I hereby acknowledge that I must notify the Registrar's Office of all courses I take that do not satisfy a requirement in my degree program. VA will not pay for extra electives or repeating a passed course, etc. If I drop, add, or withdraw from a course I must inform Vet's office to avoid any overpayments or non-payments. Any debts that are created are my responsibility to repay. All benefits, other than Tuition & Fees, will be paid directly to me. Reminder: Ch1606, 1607 and 30 must verify their monthly attendance on WAVE every month.

I have read and understood the above information:

Signature: _____ Date: _____

Return this form to the Registrar's Office, email: registrar@olc.edu , fax: 605-455-2226, or the center staff can scan and email it, please visit with your counselor. First time education benefits will be processed in 6-12 weeks, recurring benefits may be processed sooner. You will get an automated email from the VA when your credits have been submitted. VA: 888-442-4551. VA FAX: 314-552-9741

NEED TO KNOW INFORMATION

Library Card Online Form: Please login to https://library.olc.edu to apply for a library card. Once you submit the form please wait for it to arrive in your mail box.

Direct Deposit Form: All students are required to submit a direct deposit form. The direct deposit form can be found at two locations.

1. On the OLC website. www.olc.edu, On the black menu bar click Students, from the drop-down menu click Student Accounts, on the left side menu click Student Direct Deposit Form, complete the form and then click submit.
2. On the OLC website www.olc.edu, click services, click Jenzabar, on the blue menu bar click Finances tab, Under the Direct Deposit for Students, click Set Up Direct Deposit Account, enter your Bank Account Information then click the continue button and then submit.

Van Transportation:
For the Fall 2022 Semester there will be NO van transportation due to Covid-19.

Student ID:
All students must make an appointment with your counselor to get your picture for a student ID Card. Edit: give link

College Center:	Email:
Cheyenne River - Eagle Butte, SD	cheyenneriver@olc.edu
Eagle Nest – Wanblee, SD	eaglenest@olc.edu
East Wakpamni - Batesland, SD	Eastwakpamni@olc.edu
He Sapa – Rapid City, SD	hesapa@olc.edu
LaCreek - Martin, SD	lacreek@olc.edu
Oglala – Oglala, SD	oglala@olc.edu
Pahin Sinte – Porcupine, SD	pahinsinte@olc.edu
Pass Creek – Allen, SD	passcreek@olc.edu
Pejuta Haka – Kyle, SD	pejutahaka@olc.edu
Pine Ridge – Pine Ridge, SD	pineridge@olc.edu
Wounded Knee – Manderson, SD	woundedknee@olc.edu

Moving back into the classroom

Hello! Moving into the fall 2022 semester, it is important that you as an OLC student become familiar with the different codes describing how your classes will be held before registering. What follows is a breakdown of those codes and what you will be expected to do.

Defining the courses

- **Asynchronous Courses** are not attended in real time. These courses are similar to the virtual campus/Moodle courses that are offered now (SP22) and are completely virtual. Keep in mind that students will be required to meet with their instructor the first week of classes. These will be listed as ON (online).
- **Synchronous Courses** occur on a set schedule (day) and timeframe (time) every week.

OLC offers four types of Synchronous courses

1. **Room-Based Audio-Course: (RBAVC}** - The instructor and students will be required to be onsite. Courses will be taught in a smart classroom at the college center specified by location. There will be more than one center listed on the course description. The instructor will rotate weekly to each center, when they are not scheduled at the student's home center. Students are still required to attend class at the specified center for course instruction via zoom.

2. **Cloud-Based Audio-Video Course: (CBVAC}** -Faculty and students are not required to be onsite. Instruction will take place online (via Zoom). (Similar to how courses are being delivered Spring 2022)

3. **Hybrid:** (HY)-Class sessions are a combination of face-to-face and distance learning facilitation. Hybrid courses require a certain percentage of in person and distance learning. Distance learning can either be through zoom, online (Moodle), etc. (**Combined Asynchronous and Synchronous**)

4. **Face to Face:F2F-** These courses will be held in person at the college center. There will not be any Face to Face Course Codes listed in Jenzabar because F2F Courses are not Distance Learning.

Synchronous & Asynchronous Classes

E-mail

1 What is Asynchronous Learning?

Asynchronous learning allows you to take online courses on your own schedule.

Instructors provide materials, lectures, tests, and assignments that can be accessed at any time.

Students may be given a time frame – usually a one week window – during which they need to connect at least once or twice.

Overall, students are free to contribute whenever they choose.

Virtual Libraries

Discussion Boards

Social Networking

Chat

Telephone

Podcasts

Video Conferencing

2 What is Synchronous Learning?

Synchronous online classes are those that require students and instructors to be online at the same time.

Lectures, discussions, and presentations occur at a specific hour.

All students must be online at that specific hour in order to participate.

eLearners®.com

Student Covid-19 Protocols Agreement Form

Purpose

The Oglala Lakota College is committed to the health, safety and well-being of our students, staff, faculty and Oglala Lakota Tribal community during the COVID-19 pandemic. OLC is implementing the protocols set forth to protect the students, staff, faculty and community from exposure to COVID-19. The following information is provided to inform students of the expected protocols while occupying the OLC college centers, buildings and classrooms.

I, _____, will adhere to the following OLC Student COVID-19 Protocols:

- I will always wear a face mask and will adhere to the 3 feet social distance policy, in accordance with the Oglala Sioux Tribal Ordinance.   Masks and hand sanitizer will be available at the college centers.

- Must be vaccinated and sign a COVID-19 Waiver prior to entering any OLC college centers.
- Masks are required to be worn correctly at all times while in and on all OLC campuses.
- Upon entering the college center, I will take my temperature and self-assess using the COVID-19 Symptom Monitoring Form.
- If my temperature is 100 degrees or higher and/or if I have COVID-19 symptoms, I will go to a medical facility and/or take an at home Covid -19 Test.
- I will not be allowed to enter the center until my Covid-19 Test results are confirmed by center staff. In the event that I have to leave the college center I will notify my instructors via email.
- I will email or call to set up an appointment, if I need to meet with center staff or faculty.
- I will not be allowed in staff offices and/or kitchens.
- I will go directly to my assigned classroom and leave promptly after class is completed. No loitering in the hallways or in the parking lots.
- No eating in the classrooms. If needed, I will eat in my vehicle or outside during break time. No food sharing or potlucks will be allowed.
- In the event that I am diagnosed with the Covid-19, I will provide my home center staff with written documentation from OST Health Administration, with a letter indicating the date of diagnosis and dates for projected quarantine.

In the event of a violation of the COVID -19 student policy, I will be subject to the following disciplinary actions:

- **FIRST OFFENSE** – The student will be given a verbal warning by the college center staff.
- **SECOND OFFENSE** – Will meet with Center Director and Covid-19 Student Conduct Agreement Form will be completed.
- **THIRD OFFENSE** – Students will be dropped from all courses and will be barred from all OLC premises for the remainder of the semester.(OLC Policy # 86-500-1.)

 By signing this Student COVID-19 Protocols Acknowledgment form, I agree to adhere to all protocols and understand the disciplinary actions in the event I violate the protocols listed above.

_____   _____
Student Signature   Date