

# Lake Area Technical College

## Student and Prospective Student Location

Created: January 2025  
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Web Page: <https://www.lakeareatech.edu/professional-licensure-disclosures/>

### Related Documents:

- Professional Licensure and Certification Programs: Disclosures and Initial Enrollment Requirements
- Student Attestation Form
- SARA Professional Licensure Application Pop-up

**Purpose:** To define how Lake Area Technical College (LATC) determines a prospective student's location, a student's location, and the responsibility of the prospective student and/or student to inform LATC of their location as it relates to federal regulation [34 CFR 668.43](#).

**Scope:** This guidance and its related procedures and definitions apply to prospective students and students as defined in this guidance and related to LATC's admissions process and academics programs, regardless of instructional mode, including online, in-person and hybrid courses. Situations not covered by this guidance may be covered under other LATC or Watertown School Board policies.

### **1. Definitions**

- A. Prospective Student: An individual prior to acceptance into an academic program, dual enrollment course, or non-degree course or program.
- B. Student: An individual accepted into or enrolled in an academic program, a dual enrollment course, or non-degree course or program.
- C. Current Address: Where the student will reside or is residing while attending LATC.
- D. Permanent Address: A student's legal or home address.

## **2. General Determinations of Location**

- A. LATC determines a prospective student's location based upon the current address listed in the College's integrated student information system that collects and stores student data.
- B. LATC determines a student's location based upon the current address reflected in the student information system.
- C. Prospective students are responsible to provide a permanent address and current address upon applying to LATC and upon requesting a change of program.
- D. Students are responsible to keep their current and permanent addresses up-to-date in My Portal.

## **3. Dissemination**

This guidance shall be included on the Professional Licensure Disclosure webpage.

## **4. Revision of this Guidance and Related Procedures**

This guidance and related procedures supersede any previous LATC guidance addressing prospective student and student locations and will be reviewed and updated annually. LATC reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect.

*Legal references: Code of Federal Regulations 34 CFR 668.43 – Institutional and Programmatic Information*