



February 2020

Thank you for your interest in Lake Superior College's Truck Driving Program! Please review this entire packet for important information on cost, requirements and registration.

Our Truck Driving program is a 10-credit series of courses that meet Federal Motor Carrier Safety Administration Entry Level Driver Training (ELDT) requirements. The first class in the series is *Truck Driving Theory*. This course prepares you to take your Class A permit exam. Your permit is required prior to any on-road training.

The next class is *Range Training*. In this course you will learn how to maneuver a large combination vehicle in confined spaces, including backing skills. Once you are proficient in the range course, you will finish with the *On-Road Driving* course.

More information about the training schedule, costs and expectations can be found in the upcoming pages of this information packet. Please keep this to refer back to.

You do not need to apply for admission to Lake Superior College to take this program. You just need to set up an account and register, which is done online. You will find step by step instructions on how to do that later in this information packet.

Important Note: The next available course for Truck Driving will begin in late August. Schedule to be determined. Check back to our website for updates.

LSC's truck driving program is located at 11501 Hwy 23, in Duluth, Minnesota (55808). If you have questions, or would like to tour our facility, please contact us at 218-733-1086 or lsctruckdriving@lsc.edu.

Sincerely,

Lake Superior College

Truck Driving Program
Lake Superior College

What Courses do I need?

TDT 1820: Truck Driving Theory (3 credits): Teaches the knowledge you will need to be successful as a CDL A driver, as well as prepare you for the CDL A permit tests. This course will be taught as an on-line course. Students can get assistance logging in and accessing their course on the first scheduled day of class if they wish. At the conclusion of this course, students will be able to take their permit test.

- Permit exams are offered at State Driver Exam Offices. The exam includes tests in General Knowledge, Air Brakes, and Combination Vehicles. After completing the Theory portion of your training you will be prepared take the three permit tests. You can also find free online practice tests at <http://crisctdl.com>.
- Cost is \$630.15** (based on current tuition and fee rates for Spring semester 2020. Subject to change for Fall 2020)

TDT 1822: Range Training (4 credits): Range training teaches backing and pre-trip inspections, plus gets you acclimated to operating class A vehicles in confined spaces. A recent addition to this course is our state-of-the-art Virage simulator which will help with all aspects of the Program. (Pre-requisites for this class are your Drug/alcohol testing, your DOT Physical card, copy of your driving record on file and TDT 1820 (or instructor approval).

- Minnesota residents can get a copy of their driving record at a State Driver Exam Office. Wisconsin residents will have to obtain the record on-line. Make sure the physical exam is administered by a provider that is listed on the Federal register (an internet search will list possible providers).
- Cost is \$892.88 **

TDT 1824: On-Road Driving (3 credits): The On-Road course is where we take you out in one of our trucks and you'll receive the real-life training you need to pass your driving test, but more importantly, to be a safe and effective driver. You will need instructor permission to start the On-road portion of the class. This is also a FMCSA requirement. (Pre-requisites to this course are your permit, and completion of *TDT 1822: Range Training* course).

- Cost is \$630.15**

How much will it cost?

Tuition and fees for the entire series are approximately \$2,205.86.¹ This includes drug and alcohol testing. Tuition does NOT cover the cost of a DOT physical, permit tests, state license fees or driving record checks as these costs vary from state to state.

**based on current tuition and fee rates for Spring semester 2020. Subject to change for Fall 2020.

¹ Wisconsin students will need to apply online for tuition reciprocity at <http://www.heab.state.wi.us>. Please note that this process takes up to four (4) weeks.

What materials/books do I need?

You will be required to purchase a textbook (JJ Keller Entry-Level Driver Training). The LSC store carries this book. You will also need a Minnesota or Wisconsin Commercial Driver's manual. See below for links to the Commercial Driver's Manuals:

- Minnesota: <https://dps.mn.gov/divisions/dvs/forms-documents/Documents/CDLManual.pdf>

- Wisconsin: <http://wisconsin.gov/Documents/dmv/shared/bds356-cdl-manual.pdf>



Truck Driving Class Schedule

If you are not able to find a class from the selection listed below, that would indicate the class is full and you would need to enroll in the next available class.

Semester	Course Dates	Course Schedule
Spring 2020	Theory/Range: January 13 – February 6, 2020; Theory/Range: February 10 - March 5, 2020	TDT 1820: Truck Driving THEORY: Online, with an optional Orientation class on the first scheduled day. TDT 1822: RANGE TRAINING: M T W Th: 7am-11pm OPEN LAB: Mondays, Tuesdays and Wednesdays 12-4 p.m.
	On Road Driving: (rolling enrollment) January 13-May 7, 2020 Rolling Enrollment.	TDT 1824: On Road Driving: Instructor permission required for enrollment. Schedule is arranged.
FALL 2020	TBD.	TDT 1820: Truck Driving THEORY: M, T, W, TH, 7 a.m. – 7:50 a.m. Attendance is flexible after initial class meeting/course can be completed online TDT 1822: RANGE TRAINING: M T W: 7am-4pm Th: 7am-12pm. Attendance mandatory
	On Road	TDT 1824: On Road Driving: Instructor permission required for enrollment. Schedule is arranged

LSC's truck driving program takes place at the **Emergency Response Training Center, 11501 Highway 23, Duluth MN 55808.**

From I-35 (from either direction) you would take Exit #246 (Midway Road) and head south on Midway Road/Becks Road for 3.78 miles, until you reach Highway 23 (Commonwealth Avenue). Turn right and continue 2.51 miles (through Gary New Duluth). We will be on your right.

If you map this on your phone, or other device, it may take you a bit too far and place us incorrectly.

Watch for the signs on Highway 23. We have a well-marked entrance.

Once you drive through the entrance, you will see the Driving Range on your right. Continue to the stop sign and *turn left*, this will take you to the classroom facility.

LSC Truck Driving Contact Information:

Questions can be emailed to: lsctruckdriving@lsc.edu

If you need help registering for classes, you can call our helpdesk at 218-733-1016

Other questions can be directed to Emily Chapinski in Advising at 218-733-5983

Are there program restrictions?

Yes. Please note that you are **not eligible** to drive Minnesota State vehicles if you have had ANY of the following major violations in the last five years. If the State of Minnesota Risk Management discovers you have any of these violations, you will be dropped from the Program without a refund.

- Driving Under the Influence of Drugs/Alcohol
- Careless Driving
- Exhibition Driving
- Reckless Driving/Speeding Contest
- Driving While Impaired
- Fleeing Law Enforcement/Peace Officer
- Making a False Accident Report
- Failure to stop/Report an Accident
- Homicide/Manslaughter/Assault arising out of the use of a Vehicle
- Driving while license is Suspended/Revoked/Canceled
- Leaving the Scene of a Crash
- Major Speeding (20 MPH or more over)

If there are any warrants, warrants, or unpaid traffic fines in any state, you may not be issued a CDL permit. Applicants must be 18 years old to drive intra-state and 21 years old to drive inter-state. These requirements refer to all types of driving, construction, Over the Road and DOT jobs.

Background Study Notice: Other background issues could affect your ability to get a license, or get a job in this field. If you have been arrested, charged or convicted of any criminal offense, it is your responsibility to investigate the impact that the arrest, charge or conviction may have on your chances for employment in the field you intend to study.

How do I register?

Registering for the truck driving course is done online. You do not need to apply for admission to the college, you simply set up a guest student account. Step by step instructions are below.

Step 1: Create your StarID

- a) Go to: <http://www.lsc.edu>

- b) Find “Login” on the upper right. Hold your mouse over that and a menu will drop down.
- c) Select: “e-services”
- d) Select: “Sign Up Now” (upper right)
- e) Enter the data that it asks for. Be careful with this – read the directions. It is very helpful for account creation if you do include your SSN. This is not required, but it will help us with your account and it is kept as private data.
- f) A StarID will be assigned to you and you will create your Password. **WRITE IT DOWN**. We can’t look these up for you. You will need this information to complete your registration.

For your notes:

My LSC StarID is: _____ My LSC Password is: _____

My LSC Tech ID is: _____

Step 2: Logging in to your e-services account with your StarID

Now that you have created your account, you can register for the Truck driving Class(es).

- a) Go back to: <http://www.lsc.edu>
- b) Select: “Current Students” (top right)
- c) Click on e-services (left hand side)
- d) Enter your StarID and Password

Step 3: Finding and registering for your Course

Once you are logged in you are looking at your Dashboard. On the left side menu are most all the links you will need.

- a) Select: “Courses & Registration” (left side-menu)
- b) Select: “Search for a Course” (first link)
- c) Using the “*Semester” dropdown box, choose a semester
- d) Using the “Subject” dropdown box, scroll to choose: “Truck Driving (TDT).”
- e) **NOTE:** If classes are full for that semester, you will see a “no records found.” If that happens, you need to choose another semester to find an open class.
- f) Select 
- g) Review the class list to find a class/dates that work best for you
- h) Double click on the class line: “Truck Driving – Class A CDL Theory”
- i) Click on the +button  to add this course to your “Wish List”
- j) Select: “Continue to Review My Plan” (top right)
- k) Check the box next to your course (far left on wish list)
- l) Click on: 
- m) Then: Enter your StarID password and register: 

Payment Options:

You must arrange to pay tuition by the **5th** business day prior to the start of the course or you will be **automatically dropped** from the class. Payment options include:

Payment in Full: you may make payment prior to the deadline directly at LSC’s Business Office or online in your e-services account.

Payment Plan: Go to www.lsc.edu, login to e-services with your StarID and password and Click “Bills and Payment” and then Nelnet/FACTS payment plan and follow the steps.

3rd party funding: Funding options may be available at the following four agencies, contact them to see if you might qualify:

- a. WIA/NEMN Office of Job Training (two locations)
 - o Lake Superior College: 218-733-7629
 - o Duluth Workforce Center: 218-623-5972
- b. VA information at Lake Superior College: 218-733-7642
- c. Wisconsin (CEP) Concentrated Employment Program: 715-392-6762 in Superior Wisconsin.
- d. SOAR career solutions (218) 722-3126

If a third-party agency is funding your course, a funding letter must be faxed to our Business Office 218- 733-5977 by the **5th** business day prior to the start of the course.

To Drop a course:

You have 24 hours from when the course starts to drop the class without penalty (full refund/no grade). Past that window it will be considered a Withdrawal, which protects your Grade Point Average (GPA) but does not entitle you to a refund.

Step 1: Logging in to your Dashboard with your StarID

- a) Go back to: <http://www.lsc.edu>
- b) Find “Login” on the upper right. Hold your mouse over that and a menu will drop down.
- c) Select “e-services (left side-menu button) 
- d) Log in using your Star ID and Password
- e) Select: “**Courses & Registration**” (left side-menu)
- f) Select: “**View/Modify Schedule**” (second link)
- g) Click on the drop symbol to the left of the course number:  (far left of ID#)
- h) Enter password and confirm change
- i) You will get an email confirmation that the drop has been successful. **NOTE:** LSC staff cannot drop a course for you, and you will be charged for the course if the course has not been dropped by the drop deadline (listed on the course description)
- j) For assistance and questions, please call 218-733-7601 and select the “Records Information” option.