

ISSI 2023 | July 24 - 28

Frequently Asked Questions

Please note, all classes are scheduled to take place Face-to-Face [F2F] on the LTCC campus from July 24 - 28, 2023.

Contact Information:

Registration questions: 530.541.4660 x211

Academic questions: sharmon@ltcc.edu

General ISSI questions: issi@ltcc.edu

Where can I find information about the program?

The ISSI website has information about the schedule, the classes, self-placement exams, the cultural breakout sessions, and the mini-courses. This will give you all the information you need to figure out your level and see the schedule. The link is www.ltcc.edu/issi.

How do I register for a class?

The first step is to apply or update your application with OpenCCC, the California Community College system. Here is a link to the ISSI webpages where you will find the link to APPLY or UPDATE your application at www.ltcc.edu/issi.

After you do this, your application is processed, LTCC is notified and then you will receive an email from LTCC with your username, password, and student ID [please note, it may take up to 72 hours for this information to be emailed to you]. Once you receive your student ID, you will go to the main LTCC website to register for the classes.

How can I see the class schedule and/or content?

There is information about the schedule, the classes, and how to apply at www.ltcc.edu/ISSI

I took a class last year; can I just register for classes now?

To register for classes at LTCC, you must update your application every year with OpenCCC, the California Community College system. Here is a link to the ISSI webpages where you will find the link to update your application at www.ltcc.edu/ISSI.

I am already enrolled in another community college in California. Do I still need to register as a student in the OpenCCC APPLY of the California Community College system?

Even though you are in the community college system, you still need to become part of the LTCC system. When you create the login for LTCC, our Enrollment Services staff are notified that you want to apply to our college. Your student ID, username, and password will be unique to LTCC.

I registered for a class. Will I receive confirmation of my enrollment?

There is no confirmation about your enrollment in a class. The last page, after you pay your fees, serves as confirmation that you are enrolled.

Another option is “**Passport**”. In Passport you can click on the **WebAdvisor** for Students, then click on **Academic Records**, then click on **Enrollment Verification** or **View My Class Schedule** to see if you are registered.

If you are still uncertain, you can call Enrollment Services at 530.541.4660 x 211. They can look it up for you. If they do not answer, leave a message and they will call you back.

Do the ISSI courses count as GE credit for college?

The courses of 2.5 quarter units are transferable to the CSUs. At Lake Tahoe Community College these are considered electives. Always check with your school to see if these courses are accepted as we cannot tell you what your college accepts.

Can I drop an ISSI class?

Yes, you can drop before the class starts. If the class has started, please contact Enrollment Services at 530.541.4660 x 211. To drop a class, go into **Passport** to **WebAdvisor** and drop the class or call Enrollment Services at 530.541.4660 x 211.

I am a high school student. Can I take ISSI classes?

Students who are registered for grades 9-12 are eligible to attend the institute. On the ISSI webpages, there is a link to the special form for high school students at www.ltcc.edu/issi

The high school form must be signed by a counselor or administrator at the student's school. It is extremely important to put in every possibility of courses you might want to take so you can switch classes if needed. For example, if on the first day, the student realizes that they are in the wrong level, they may switch if there is an opening. However, in the case of a high school student, if the form does not have the new level listed, they will not be able to register for the new class.

In addition to the special high school admission form, all students must fill out or update an application every year with CCCAPPLY, the California Community College system. The link to APPLY is found on the ISSI webpage.

Once completed, you will receive an email from LTCC with your username, password, and student ID. These credentials allow you access to **Passport** to register for the classes.

Can I repeat a class I've already taken?

No. The California Community College regulations state that credit classes are not repeatable. You can take any class that you have not previously taken, either at a lower or higher level. An exception is for those enrolled in the High Superior level as that curriculum is changed every year.

I was a student at ISSI in the past. How can I find out what classes I have taken before?

Go to the LTCC website [www.ltcc.edu] and sign into **Passport**. Once logged in, go to **WebAdvisor for Students, Academic Records**, and then **Transcripts**. Here you will find the courses you've taken. If you still need assistance, you can call Enrollment Services at 530.541.4660 x 211. With proper documentation, they might be able to look up the info or talk you through how to look it up yourself.

What is the registration deadline for all ISSI courses?

Registration will open in May 25th 2023 at which point you can register for ISSI courses, or switch classes if space is available, until the first day of classes on Monday, July 24th at 4:00 PM. Again, if the class is full, you will not be able to register.

Can a student enroll in the mini-courses without taking the main courses?

Yes, you may register for only mini-courses and take more than one. Be aware that you will not have access to the breakout sessions, only to your mini-course[s].

The registration process for the mini-courses is the same as for any class. You must either apply or update your application through APPLY. This is through OpenCCC of the California Community College system. You can find a link to update your application at www.ltcc.edu/ISSI

Is there a limit on the number of students allowed per class?

Yes, most classes have a limit of 25 - 27 students.

How many hours per day are the classes?

Depending on if you are enrolled in mini-courses, you can expect to be on campus from 8:00 AM – 4:55 PM. You can find an example of a typical day on the website at: www.ltcc.edu/ISSI.

Will there be a list of supplies/books for us to purchase?

Part of your registration is a \$45 materials fee that includes your materials. You will receive your Curriculum Booklet in your classroom. You can also access your course and course materials through our online platform, **Canvas**. Every course has its **Canvas** shell which will contain your materials. You access the **Canvas** shell for your course on the LTCC website after you log in to **Passport**. Your Canvas shell is available about one hour before your class starts.

I am a teacher working in a district with many Spanish speakers, and I am looking to work on my Spanish so I can communicate with my students and their parents better. Is ISSI a good program to accomplish that?

The courses emphasize both oral and written language skills. If you need to use Spanish in your academic, professional, or personal life, then this program is a great fit. The Institute offers all levels of Spanish instruction.

What's the pre-ISSI course?

The Pre-ISSI course, SPA 1828, is an online class scheduled from July 5th through July 22nd. For California residents, the cost is approximately \$77.50, plus fees. If you have questions, please contact the instructor, Cata Goralski, for more information about the course, the waitlist, and cost. Her email is goralski@ltcc.edu.