

# ORIENTATION & REGISTRATION

**SPRING 2012** Your Guide to Orientation & Registration and Becoming a Lawrence Tech Blue Devil



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**Lawrence Technological University | Spring 2012**  
**Placement Assessments and Orientation & Registration**

**Student Reservation Form**

You may also register online for both your Placement Assessments and Orientation & Registration at [www.springoandr.ltu.edu](http://www.springoandr.ltu.edu).

Name \_\_\_\_\_  Female  Male

Lawrence Tech Student Number (see mailing label) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ Birth Date \_\_\_\_\_

Major \_\_\_\_\_

Freshman  Transfer

**Placement Assessments**

You must take your Placement Assessments before attending Orientation & Registration. Your assessment scores are required for the registration process.

- Choose one date:  Saturday, Nov. 19, 8 a.m.  
 Saturday, Dec. 10, 8 a.m.  
 Wednesday, Jan. 11, 8 a.m.

**Orientation & Registration**

- Choose one date:  Thursday, Dec. 15, 3 – 6 p.m.  
 Thursday, Jan. 12, 3 – 6 p.m.

Do you plan to pick up your laptop at Orientation & Registration?  Yes  No

Assistance is available for students with disabilities. Please indicate if you need assistance:

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Please return this reservation form to: Lawrence Technological University  
Office of Admissions—O & R  
21000 West Ten Mile Road  
Southfield, MI 48075-1058



## ***WELCOME!***

Congratulations on your Spring 2012 admission to Lawrence Technological University! Our faculty, staff, and students are eagerly anticipating your arrival on campus. I imagine that your schedule for the upcoming months is already full of activities in preparation for the next, exciting phase of your educational experience. This booklet contains important information about Orientation & Registration (we call it “O & R” here at Lawrence Tech). Participating in O & R will ease your transition to the University and ensure that you start your college career on the right foot. Please read this information carefully and reserve your place now. To take advantage of O & R and prepare yourself for the first day of classes, you must complete the following steps.

The **FIRST STEP** in the O & R process is to take your Placement Assessments, which are required for all new students. Please see the Placement Assessment checklist that was mailed to you to learn which assessments are required for your major. The results of your assessments will be given to your advisor so that during O & R you can both decide which courses are appropriate for you and your level of scholastic preparation.

The **SECOND STEP** is to attend O & R. This program is your opportunity to meet with your academic advisor, who will assist you in selecting courses and registering for your first semester. O & R also gives you the opportunity to meet current students and find out what it’s really like being a Lawrence Tech Blue Devil. You can also meet other new students in your major.

The **THIRD STEP** is to pick up your laptop or tablet computer, which is included in your tuition and customized with all the software you’ll need for your field of study. This booklet outlines what you need to do before arriving for O & R.

Please read this booklet to find out more. If you have any questions, please don’t hesitate to contact us at [admissions@ltu.edu](mailto:admissions@ltu.edu) or 800.255.5588.

We look forward to seeing you soon!

Sincerely,



Jane Rohrback  
Director of Admissions

## STEP 1 - PLACEMENT ASSESSMENTS

Taking the Placement Assessments required for your major is the first step in the Orientation & Registration (O & R) program. Spring 2012 assessments are offered on:

Saturday, Nov. 19, 8 a.m.

Saturday, Dec. 10, 8 a.m.

Wednesday, Jan. 11, 8 a.m.

Choose a date and reserve your place by registering at [www.falloandr.ltu.edu](http://www.falloandr.ltu.edu) or calling the Office of Admissions at 800.225.5588.

You will receive an email confirmation a few days prior to your placement date that outlines your assessment schedule, location, and times. The day's schedule is:

*Arrival/Check-In	8 – 8:30 a.m.
Mathematics	8:30 – 10:05 a.m.
English	10:15 – 11:20 a.m.
Computer Literacy	11:20 – 11:55 a.m.
Lunch (provided)	11:55 a.m. – 12:30 p.m.
Physics	12:30 – 1:10 p.m.
Chemistry	1:10 – 1:40 p.m.
Biology	1:40 – 2:15 p.m.

\*Test instructions begin promptly at 8:30 a.m. Please arrive by 8:15 a.m. to allow time for check-in.

The only things you need to do to prepare for your Placement Assessments are to get a good night's sleep, eat a well-balanced breakfast, and bring the following items:

1. A watch
2. A calculator (permitted for biology and chemistry)
3. Several sharpened no. 2 pencils

*Transfer Students:* If you need to take only a portion of the assessments, arrive at least 15 minutes before the beginning of the first test required. Please check your transfer evaluation for the list of assessments you need to take.

*Special Circumstances:* If you have a documented condition, including a learning disability, which impairs your ability to take timed tests, or another disability that affects your test-taking ability, the University can make reasonable accommodations for you. If you require such arrangements, please call 248.204.3171 in advance, so that you can be provided the best test-taking environment possible.

### WHAT TO EXPECT

It's really not necessary to study or review for your Placement Assessments. They are simply a way of determining which courses are best suited to your level of academic preparation. If you are interested in brushing up on these subjects, however, you can find a study guide at [www.ltu.edu/futurestudents/placement\\_assessment.asp](http://www.ltu.edu/futurestudents/placement_assessment.asp). The websites [www.math.com](http://www.math.com) and [www.physicsclassroom.com](http://www.physicsclassroom.com) also can be useful for review.

#### Biology

- 30-minute multiple-choice test
- Assesses general knowledge of principles and topics covered in a typical high school biology course
- Calculators are permitted

#### Chemistry

- 30-minute multiple-choice test
- Assesses general and specific chemical knowledge plus general mathematics
- Calculators are permitted

#### Computer Literacy

- 30-minute multiple-choice test
- Assesses general computer knowledge and familiarity with commonly used word processing, spreadsheet, database, presentation, and Internet applications

#### English

- 50-minute two-part multiple-choice test
- The Written English Expression Placement Test assesses facility with word usage, grammar, and sentence structure in standard written English.
- The Reading Placement Test assesses reading comprehension and critical thinking.

#### Mathematics

- 70-minute two-part multiple-choice test
- Assesses knowledge of arithmetic (some manual calculations are required), percentages, graphs, algebra, equations, inequalities, functions, and trigonometry (common values, right triangles, standard angles, identities, graphs, inverse functions, etc.), and the ability to solve word problems
- Calculators are not permitted

## Physics

- 30-minute multiple-choice test
- Assesses knowledge of motion and forces and conceptual thinking and evaluation
- No calculations are required

Please note testing times are estimates and include time for instruction and material distribution.

## STEP 2 - ORIENTATION & REGISTRATION

O & R is designed to give you the opportunity to meet with Lawrence Tech advisors, staff, and students, register for your first semester classes, pick up your laptop, and get comfortable with your new learning environment. Attend the O & R day convenient for you:

Thursday, Dec. 15, 3 – 6 p.m.

Thursday, Jan. 12, 3 – 6 p.m.

*Remember:* If you are required to take Placement Assessments, you must do so before you attend O & R.

O & R is a structured program and begins promptly. Check-in begins a half-hour earlier. If you cannot arrive by the start time, please call us at 248.204.3173. O & R begins in the Atrium of the Buell Management Building.

### ***DO TRANSFER STUDENTS REALLY NEED TO ATTEND?***

We strongly recommend it. O & R gives new students the best selection of courses and times and easy access to advisors. Regardless of where you are transferring from, attending Lawrence Tech will be a new experience. O & R will properly introduce you to Lawrence Tech and give you the information you need to continue your academic success.

### ***DO I ATTEND IF I AM ACCEPTED “CONDITIONALLY”?***

Yes, definitely, and register for your first semester courses. However, if you were admitted conditionally because of missing transcripts, it is urgent that you request official transcripts from all the schools you previously attended. If

you are a transfer student, your high school transcripts are also needed. You will not be able to register for subsequent semesters until your transcripts are submitted. The official completion of your transfer evaluation will also determine the level of your financial aid eligibility.

## STEP 3 - LAPTOP DISTRIBUTION

One of the great benefits of being a Lawrence Tech undergraduate student is that you are supplied a powerful laptop or tablet computer customized with all the software you'll need for your particular program of study. Your laptop also gives you the ability to take full advantage of the University's wireless campus.

You can pick up your laptop during O & R **after you have registered for your classes** and you have completed these two steps:

1. Pay your refundable \$500 laptop deposit using one of the following methods:

**BEFORE O & R:** Call Pat Day at 248.204.2175 to pay by credit card. The University accepts American Express, Discover, MasterCard, and Visa.

**DURING O & R:** Pay in person by cash, credit card, or check (payable to Lawrence Technological University).

**It is strongly recommended that you pay your laptop deposit before O & R to ensure a faster and smoother laptop distribution process.**

2. Complete the Laptop Agreement.

If you are **UNDER 18** on the day you will pick up your laptop, complete the Laptop Agreement for Students Under 18 at the end of this booklet, sign it, and have your parent or guardian sign it. Bring the completed and signed agreement (both pages!) to O & R. **The University cannot release a laptop to you without a parent's or guardian's signature.**

If you are **OVER 18** on the day you will pick up your laptop, you will be required to complete an online Laptop Agreement at O & R.

***WHAT IF I CAN'T PICK UP MY  
LAPTOP DURING O & R?***

It is not mandatory for you to pick up your laptop during O & R, although getting your laptop early will give you time to get comfortable with it before classes begin. If you do not pick up your laptop during O & R, you can do so on one of the open laptop distribution days before classes begin. You can find the dates and times at [www.ltu.edu/computer\\_center/helpdesk.asp](http://www.ltu.edu/computer_center/helpdesk.asp).

***WHAT IF I NEED TO USE FINANCIAL AID  
TO PAY THE LAPTOP DEPOSIT?***

You must visit the Office of Financial Aid for approval and pick up your laptop on one of the open laptop distribution days before classes begin. You can find the dates and times at [www.ltu.edu/computer\\_center/helpdesk.asp](http://www.ltu.edu/computer_center/helpdesk.asp).

**Classes Begin Monday, January 16, 2012.**

***FINANCIAL AID***

Every year, students can apply for financial aid after January 1. The first step is to fill out the free FAFSA form, which is found at [www.fafsa.gov](http://www.fafsa.gov).

***TUITION MANAGEMENT SERVICES***

An interest-free monthly payment option available to all Lawrence Tech students, Tuition Management Services allows you to pay your education expenses as you go for one low enrollment fee. It is not a loan, but a more manageable way to pay your education expenses. You may learn more about this service at [www.afford.com](http://www.afford.com).

***FINANCIAL AID AND SCHOLARSHIP WEBSITES***

The Internet is a valuable resource in researching financial aid options and scholarship opportunities. Be careful, though. If any site you visit requires payment of any type, stop immediately and notify Lawrence Tech's Office of Financial Aid.

Some helpful websites are:

- [www.ltu.edu/financial\\_aid](http://www.ltu.edu/financial_aid)
- [www.collegescholarships.com](http://www.collegescholarships.com)
- [www.michigan.gov/mistudentaid](http://www.michigan.gov/mistudentaid)
- [www.finaid.org](http://www.finaid.org)
- [www.fastweb.com](http://www.fastweb.com)

***TUITION***

Tuition is paid in two installments. Half (50 percent) of all your tuition and fees is due at the time of the first payment date. The balance is due in full at the time of the second payment date. For the Spring 2012 semester, the first payment is due January 16, 2012, and the second payment is due February 16, 2012.

## LOCAL HOTELS AND RESTAURANTS

Listed below are several hotels that are close to campus and offer special rates to Lawrence Tech visitors. When making your room reservations, ask for the Lawrence Tech rate. University staff will provide you with a Lawrence Tech business card, which you can present at check-out time to ensure that you get the discount rate.

The restaurants, all close to campus, offer a wide variety of dining options.

### HOTELS

Candlewood Suites  
One Corporate Dr.  
Southfield, MI 48076  
248.945.0010  
From campus: 1.62 miles

Holiday Inn Express  
25100 Northwestern Hwy.  
Southfield, MI 48075  
248.350.2400  
From campus: 0.75 miles

Hawthorn Suites  
26700 Central Park Blvd.  
Southfield, MI 48076  
248.352.8900  
From campus: 1.96 miles

The Westin  
1500 Town Center  
Southfield, MI 48075  
248.827.4000  
From campus: 1 mile

### RESTAURANTS

#### Fast Food

Arby's  
29515 Southfield

Bangkok Express  
29706 Southfield  
(North of 12 Mile)

Bellacino's  
29101 Northwestern Hwy.

Benito's Pizza  
25217 Evergreen  
(North of 10 Mile)

Biggby Coffee  
26185 Evergreen  
(North of 10 Mile)

Burger King  
23660 Telegraph  
(North of Nine Mile)

Café Kabob  
Mediterranean Grill  
25148 Evergreen  
(North of 10 Mile)

China Gourmet  
25237 Evergreen  
(North of 10 Mile)

Chipotle Mexican Grill  
26147 Evergreen  
(North of 10 Mile)

Cold Stone Creamery  
25203 Evergreen  
(North of 10 Mile)

Einstein Bagels  
27365 Woodward Ave.

Hellenic Coney Island  
27150 Evergreen  
(North of 11 Mile)

Jimmy John's Gourmet  
Sandwiches  
25150 Evergreen  
(North of 10 Mile)

Kerby's Coney Island  
25050 Northwestern  
(at 10 Mile)

Little Caesar's  
24492 West 10 Mile  
(East of Telegraph)

McDonald's  
24480 Telegraph  
(South of 10 Mile)

Panera Bread  
27651 Southfield  
(North of I-696)

Potbelly Sandwich Works  
26221 Evergreen  
(South of I-696)  
and  
24556 West 12 Mile

Qdoba Mexican Grill  
25243 Evergreen  
(North of 10 Mile)

Subway  
26760 Lahser

Taco Bell  
24024 West Nine Mile  
(at Telegraph)

Thai Xpress  
25170 Evergreen  
(North of 10 Mile)

Tim Hortons  
25203 Evergreen  
(North of 10 Mile)

Wing Hong  
18203 West 10 Mile  
(West of Southfield)

Zoup!  
29177 Northwestern Hwy.

### Casual Dining

Denny's  
28681 Telegraph  
(at 12 Mile)

Elias Bros. Big Boy  
25555 Grodan  
(Telegraph and 10 Mile)

Martin's Coney Island  
22060 West 10 Mile  
(West of Lahser)

Original Pancake House  
19355 West 10 Mile  
(East of Evergreen)

Ram's Horn  
26200 West 12 Mile  
(West of Telegraph)

Shield's Bar and Pizzeria  
25101 Telegraph  
(North of 10 Mile)

T.G.I. Friday's  
26299 Evergreen  
(North of 10 Mile)

### Fine Dining and Bistro

Copper Canyon  
Brewery and Restaurant  
27522 Northwestern Hwy.

Fishbones  
29244 Northwestern Hwy.  
(North of 12 Mile)

Meriwether's  
25485 Telegraph  
(North of 10 Mile)

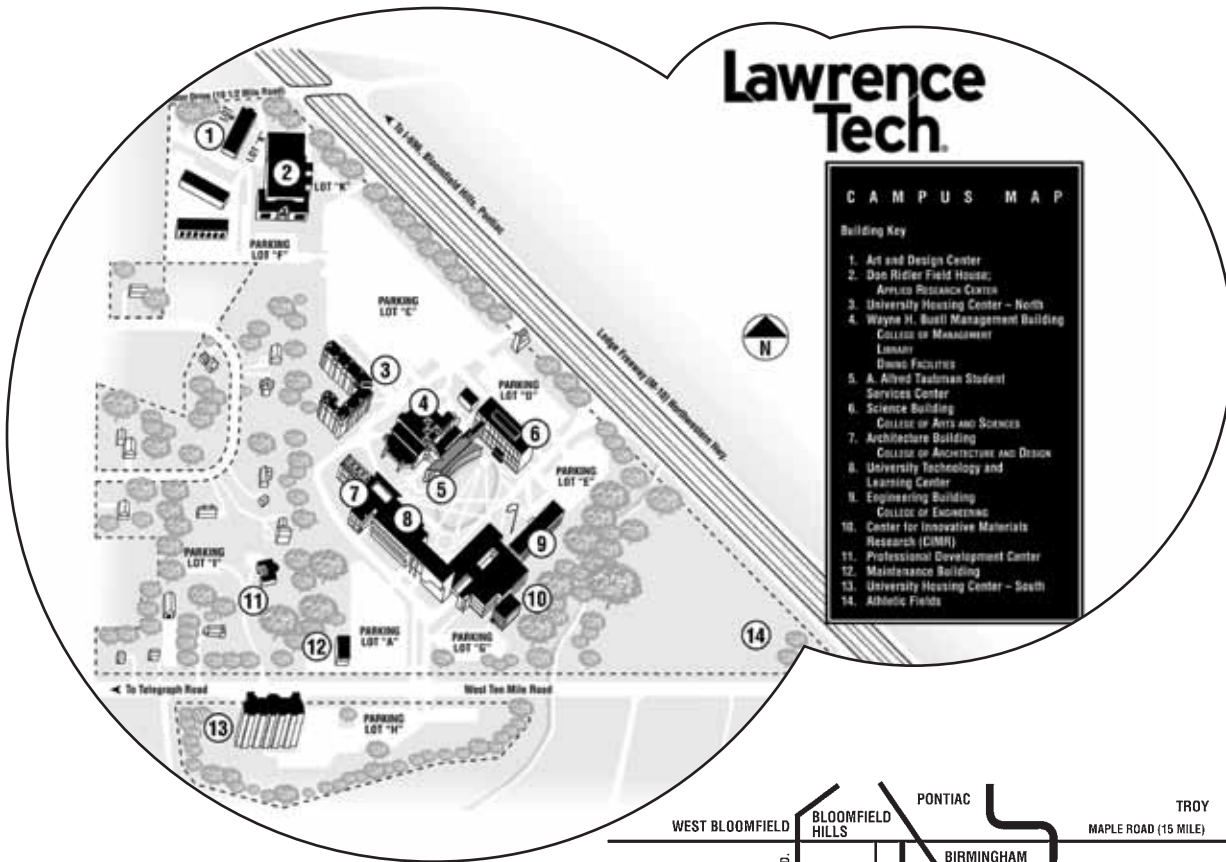
Nikola's  
25225 Telegraph  
(North of 10 Mile)

# Lawrence Tech

## CAMPUS MAP

### Building Key

1. Art and Design Center
2. Dan Ridler Field House; Applied Research Center
3. University Housing Center – North
4. Wayne H. Burt Management Building; College of Management; Library; Dining Facilities
5. A. Alfred Taubman Student Services Center
6. Science Building; College of Arts and Sciences
7. Architecture Building; College of Architecture and Design
8. University Technology and Learning Center
9. Engineering Building; College of Engineering
10. Center for Innovative Materials Research (CIMR)
11. Professional Development Center
12. Maintenance Building
13. University Housing Center – South
14. Athletic Fields

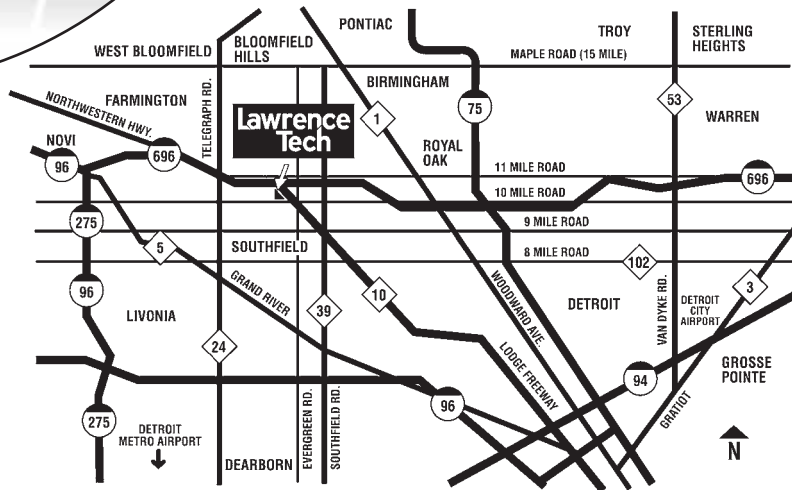


## DIRECTIONS TO LAWRENCE TECH

**From the Southwest and Detroit Metro Airport:**  
Follow I-94 East to the northbound Southfield Freeway (M-39). Exit onto northbound M-10 (Northwestern Highway/Lodge Freeway). Proceed north and exit at Ten Mile Road/Evergreen Road. Take the Northwestern Highway Service Drive to Ten Mile Road. Turn left onto Ten Mile Road. The campus entrance is on the right.

**From the West and Ann Arbor (via I-94 and M-14):**  
Follow I-94 East to eastbound M-14. Continue on M-14 to northbound I-275. Take I-275 North to I-696 East. Proceed east on I-696 to southbound M-10 (Northwestern Highway/Lodge Freeway). Exit at Ten Mile Road/Evergreen Road. Turn right onto Ten Mile Road. The campus entrance is on the right.

**From the Northwest and Lansing (via I-96 and I-696):**  
Follow I-96 East to I-696. Proceed east on I-696 to southbound M-10 (Northwestern Highway/Lodge Freeway). Exit at Ten Mile Road/Evergreen Road. Turn right onto Ten Mile Road. The campus entrance is on the right.



**From the North (via I-75):**  
Follow I-75 South to I-696 West. Proceed west on I-696. Exit at Evergreen Road. Turn left onto Evergreen Road and proceed south one mile to Ten Mile Rd. Turn right onto Ten Mile Road. The campus entrance is on the right.

**From the East (via I-696):**  
Follow I-696 West. Exit at Evergreen Road. Turn left onto Evergreen Road and proceed south one mile to Ten Mile Road. Turn right onto Ten Mile Road. The campus entrance is on the right.

**LAWRENCE TECHNOLOGICAL UNIVERSITY  
LAPTOP AGREEMENT  
FOR STUDENTS UNDER 18**

**THIS AGREEMENT MUST BE PRINTED AND SIGNED BY  
STUDENT'S PARENT/LEGAL GUARDIAN**

Agreement entered into on (date) \_\_\_\_\_, between Lawrence Technological University  
(the University), a private educational institution with its principal location in Southfield, Michigan, and  
(Student's name) \_\_\_\_\_, a student at the University, (ID) \_\_\_\_\_.

Now, therefore, in consideration of the mutual covenants contained in this Agreement it is agreed between the parties:

**Laptop Computer and Software**

The University agrees to deliver computer hardware and software (referred to as LTU Laptop) to Student. Student agrees that the LTU Laptop, including the installed software, is the property of the University. Special licensing agreements and other subsidies paid for by the University to various vendors have significantly reduced the overall cost of the LTU Laptop. As required by these arrangements, Student agrees to the following terms and conditions upon receipt of the LTU Laptop.

**Terms of Agreement**

The term of this Agreement is effective from the above date NOT TO EXCEED the last day of final exams for the summer semester. This Agreement must be renewed by Student for each academic year. The LTU Laptop, however, may be retained by Student for the summer if Student is enrolled in summer courses and/or if Student is registered for classes the following fall semester. An exception to this arrangement occurs during the years in which the University updates and refreshes LTU Laptop hardware. (Information on LTU Laptop refreshes is found at [www.ehelp.ltu.edu](http://www.ehelp.ltu.edu).)

On or before the last day of the term that ends Student's enrollment at the University, Student will return the LTU Laptop to the Lawrence Tech Help Desk. The LTU Laptop will be returned in the same condition it was in on the Agreement date of issue, ordinary wear and tear excepted. After expiration of the term and so long as this Agreement shall remain in force and effect, Student agrees to remain

responsible for all terms and conditions of this Agreement. The Agreement is also terminated upon Student's graduation or withdrawal from the University.

During the term of this Agreement, Student is strictly prohibited from subleasing, renting, selling, donating, giving away, or otherwise lending the LTU Laptop to any other individual. Student understands the University leases the LTU Laptop, and that Student shall only have the right to use the LTU Laptop during and in connection with his/her enrollment at the University.

Student further agrees to return immediately the LTU Laptop to the Lawrence Tech Help Desk upon the termination of this Agreement. Upon premature departure from the University, whether by withdrawal, dismissal, involuntary withdrawal, or other occurrence, Student must return the LTU Laptop within five business days to the Lawrence Tech Help Desk. A student who is not registered for classes, but has taken an incomplete (I) in a course(s), is not considered enrolled or registered, and therefore must return the LTU Laptop according to the terms of this Agreement. Permission to keep an LTU Laptop beyond the specified return date can only be made to the individual to whom the LTU Laptop is assigned and may be granted solely by the Director of Help Desk Services. LTU Laptop return date extensions cannot be made by any other University office, including instructors, department chairs, and deans, etc.

PARENT/GUARDIAN AND STUDENT INITIALS \_\_\_\_\_

### Deposit

Student agrees to pay a deposit of \$500 prior to taking possession of the LTU Laptop. The deposit will be released to Student's account and applied to any outstanding balances upon the termination of this Agreement. Any credit thereafter will be refunded to Student if the LTU Laptop is returned by the due date, or upon termination of this Agreement, and in good working condition. The LTU Laptop return dates are posted on [www.ltu.edu](http://www.ltu.edu).

### Care and Use

Student agrees to maintain the LTU Laptop in good operating condition, repair, and appearance, and protect the same from deterioration, other than ordinary wear and tear. Student is responsible for intentional damage or loss of the LTU Laptop, based on a set fee schedule. Student agrees to use the LTU Laptop in educational course work, within its normal capacity, without abuse, and in a manner contemplated by the University.

Student agrees not to use the IP address assigned to the LTU Laptop on any other computer, and agrees not to attempt to disguise or conceal the identity of the account or LTU Laptop.

Student agrees to abide by the terms of all licensing agreements and copyright laws. Student agrees not to make copies of copyrighted software, unless the Edward Donley Computing Center has a site license specifically allowing the copying of that software. In addition, Student agrees not to copy site-licensed software for distribution to any person or for use on any other computer.

Student agrees to comply with the laws, ordinances, regulations, and other requirements that may be applicable with respect to the use, maintenance, and operation of the LTU Laptop. Further, Student agrees to comply with all rules, regulations, and procedures governing the proper use of the University's computers and network as set forth by the Dean of Students, Microsoft Campus Subscription Agreement, the University's Acceptable Use Policy, and MichNet Acceptable Use Policy.

### Costs

Student is responsible for the following costs:

- \$500 deposit required;
- \$500 charge per occurrence for the replacement of the LTU Laptop in case of theft, upon proper filing of a police report (claims must be filed within three business days of occurrence for claim to be eligible). Student must provide copies of the police report to Lawrence Tech Campus Safety and the Lawrence Tech Help Desk;
- \$3,000 charge per occurrence for the replacement of the LTU Laptop in case of theft, when no police report is filed;
- \$3,000 charge per occurrence for failure to return the LTU Laptop;
- \$3,000 charge per occurrence in the case of malicious damage to the LTU Laptop;
- Student is responsible for intentional damage to the LTU Laptop (includes abuse, damage by negligence, repeat accidental damage) or loss of its peripherals and/or components, based on a set fee schedule;
- \$20 per business day late fee when the LTU Laptop is not returned during the published LTU Laptop return period.
- Accidental damage to the non-Mac LTU Laptop is covered under the terms of this Agreement. Exclusions apply to Apple branded laptops provided by the University. See Apple Addendum below for further details.

Student authorizes the University to charge Student's account \$3,000 for the non-return of the LTU Laptop, along with late fees. Student accepts responsibility for payment in full of these fees.

### Alterations and/or Additions

Student agrees not to make any alterations and/or additions to the LTU Laptop other than normal operating accessories or controls that are acceptable to the University. Student may obtain alterations and/or additions to the LTU Laptop at his/her option with concurrence of the University. Such alterations and/or additions shall remain the property of Student. Student is responsible for returning the LTU Laptop to its original condition prior to the end of this contract.

PARENT/GUARDIAN AND STUDENT INITIALS \_\_\_\_\_

**Maintenance**

Student agrees to keep the LTU Laptop in good operating condition and will make the LTU Laptop available to the University to make necessary adjustments and/or repairs. Student agrees not to permit persons other than authorized representatives of the University to effect adjustments and/or repairs. The University shall in no way be responsible to Student for loss of the use of the LTU Laptop occasioned by theft or adjustments and/or repairs made by persons other than its own representatives or personnel approved by the University. Limited maintenance service, including computer software, operating systems, and services, shall be provided by technical support at the Lawrence Tech Help Desk. Approved representatives of the University shall perform all remedial maintenance after the LTU Laptop is determined inoperative.

**Insurance**

This Agreement includes insurance coverage for theft or damage with a \$500 deductible. Student acknowledges that, in the event of theft, he/she is responsible for paying the amount of any deductible due. The deductible rises to \$3,000 if the LTU Laptop is lost or stolen and no police report is filed within three business days of occurrence.

**Warranty**

The University warrants that the LTU Laptop when delivered will be in good working order and that it will make all necessary adjustments, repairs, and replacements without additional charge to ensure this condition. Except as set forth in this Agreement, it is expressly agreed that there is no warranty of merchantability, expressed, implied, or statutory, nor any affirmation of fact, or provision, by the University with reference to the LTU Laptop or service which extends beyond the warranty set forth by the manufacturer.

**Assignment**

Student agrees not to assign this Agreement or sublet the LTU Laptop. Student understands that it is in his/her best interest not to allow any other person to have access to his/her LTU Laptop.

**Governing Law**

The laws of the State of Michigan will govern this Agreement.

**Other**

Student agrees that failure to abide by these policies can result in at least the suspension of his/her computer privileges, with possible referral to the Dean of Students and the University’s Student Discipline Committee for further action. Further, Student agrees that he/she may be subject to criminal prosecution for violations of these requirements under applicable federal and/or state laws.

Student acknowledges that in the event that Student requires the use of a temporary or permanent replacement for an LTU Laptop, the terms and conditions of this Agreement shall extend to cover any replacement LTU Laptop. The University reserves the right to recall the LTU Laptop for purposes of LTU Laptop upgrades with no penalty to Student. Student will be issued a replacement LTU Laptop and the terms and conditions of this Agreement shall extend to cover any replacement LTU Laptop.

Student understands that failure to return the LTU Laptop within the stated return period (not to be confused with the Agreement expiration date) or immediately upon termination of the Agreement (as set forth in the Terms of Agreement) may result in a penalty and/or other assessed costs charged to Student. The penalty for failing to turn in the LTU Laptop within the designated return period is a \$20 late fee per business day (up to the \$500 security deposit) plus the cost of a new computer system (\$3,000). The University, if necessary, reserves the right to seek criminal prosecution and civil charges along with recovery of attorney’s fees and court costs.

**By signing this Agreement, I certify and agree that:**

1. I have read, understand, and accept the terms and conditions of this Agreement;
2. All information I have provided is true and accurate; and
3. I acknowledge responsibility for the LTU Laptop at all times during the term of this Agreement and therefore understand that it is in my best interest to adhere to all University rules and regulations governing the use of the LTU Laptop.

PARENT/GUARDIAN AND STUDENT INITIALS \_\_\_\_\_

If either party has any doubt or confusion as to the intent or purpose of any terms and provisions of this Agreement, then such party shall notify the University's Vice President for Finance and Administration for further clarification and discussion as to the intent of such terms and provisions. All notices, requests, demands, and communications hereunder will be sent by first-class certified or registered mail, return receipt requested, or by a recognized overnight courier, postage prepaid, to be effective when properly sent and received, refused, or returned undelivered.

Graduate and doctoral students who choose to participate in the LTU Laptop program will be assessed a usage fee of \$95 per credit hour.

Availability is not guaranteed to graduate and doctoral students.

### **Apple (Mac) Computer Addendum**

For those students issued a Mac LTU Laptop, special considerations apply. Accidental damage protection for Mac users is not expressly guaranteed. Accidental damage only covers operational or mechanical failure from handling and does not include protection against ordinary wear and tear; viruses; reckless, abusive, or intentional conduct associated with handling and use of the product; cosmetic damage and/or other damage that does not affect the functionality of the unit; and is limited to a specific dollar amount per unit based on the University's agreement with its service contract provider. LTU Laptop screen claims are limited to a specific dollar amount per unit per the service contract coverage agreement between the University and its service contract provider. For repairs, accidental damage coverage is not guaranteed. Therefore, Student may be liable for any or all repair costs associated with the unit. Student may be required to pay an additional \$500 laptop security deposit to obtain a newly issued unit if the originally issued unit is lost, stolen, or damaged beyond repair as determined by the University's service contract provider.

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(Signature of Parent or Guardian)

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Date

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(Print Parent or Guardian Name)

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(Signature of Student)

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Date

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(Print Student Name)

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(Student ID)



# ORIENTATION & REGISTRATION STRATEGY 2012

Your Guide to Orientation & Registration



Lawrence Technological University, Office of Admissions  
2100 West Ten Mile Road, Southfield, MI 48075-1058 [www.ltu.edu](http://www.ltu.edu)