

2023  
2024

# STUDENT GUIDEBOOK



Heartland Building



ST. CLOUD  
TECHNICAL &  
COMMUNITY  
COLLEGE

A member of Minnesota State

# RESOURCES

## ACADEMIC ADVISING

Academic planning, career/major exploration, transfer options and general student concerns. Advisors for the AA, MnTC, Pre-Health, Business programs.

**Location:** Northway 1-401

**Phone:** (320) 308-5741

**Email:** [advising@sctcc.edu](mailto:advising@sctcc.edu)

**Web:** [sctcc.edu/advising](http://sctcc.edu/advising)

## ACCESSIBILITY SERVICES

Support services and accommodations for students with disabilities.

**Location:** Northway 1-460

**Phone:** (320) 308-5096 or (320) 308-5757

**Web:** [sctcc.edu/accessibility](http://sctcc.edu/accessibility)

## ADMISSIONS

New & prospective students, testing, change of major.

**Location:** Northway Lobby

**Phone:** (320) 308-5089

**Web:** [sctcc.edu/admissions](http://sctcc.edu/admissions)

## THE BOOKSTORE

Books, supplies, snacks, apparel

**Location:** Northway 1-204

**Web:** [sctcc.edu/bookstore](http://sctcc.edu/bookstore)

## CAMPUS LIFE

Activities, organizations, student government, and athletics.

**Location:** Heartland

**Web:** [sctcc.edu/campus-life](http://sctcc.edu/campus-life)

## CAREER SERVICES

Career exploration, job search resources, resume tips, practice interviewing.

**Location:** Northway 1-448

**Phone:** (320) 308-5926

**Web:** [sctcc.edu/career-services](http://sctcc.edu/career-services)

## CYCLONES CUPBOARD

On-campus food pantry to reduce food insecurity. Online form meal request at the webpage.

**Location:** Northway 1-450

**Phone:** (320) 308-5922

**Web:** [sctcc.edu/food](http://sctcc.edu/food)

## FINANCIAL SERVICES

Pay bills, financial aid assistance, work study openings.

**Location:** Northway Lobby

**Phone:** (320) 308-5961

**Web:** [sctcc.edu/financial-aid](http://sctcc.edu/financial-aid)

## IT HELPDESK

Computer and tech support.

**Location:** Northway 1-405

**Phone:** (320) 308-6445

**Email:** [helpdesk@sctcc.edu](mailto:helpdesk@sctcc.edu)

**Web:** [sctcc.edu/student-help-desk](http://sctcc.edu/student-help-desk)

## LIBRARY

Reference and research assistance, print and electronic books, audiovisual materials, electronic databases, computers and printers.

**Location:** Heartland Main

**Web:** [sctcc.edu/library](http://sctcc.edu/library)

## MARY STANGLER CENTER FOR ACADEMIC SUCCESS

Studying and tutoring assistance through individual, group, and online methods.

**Location:** Northway 1-112

**Web:** [sctcc.edu/cas](http://sctcc.edu/cas)

## MENTAL HEALTH SERVICES

Connect with a Mental Health Professional.

**Location:** Northway 1-401

**Phone:** (320) 308-5006

**Web:** [sctcc.edu/wellness](http://sctcc.edu/wellness)

## MULTICULTURAL CENTER

Meet, study, engage in critical conversations, and take part in activities and events.

**Location:** Northway 1-313

**Phone:** (320) 308-5121

**Web:** [sctcc.edu/mcc](http://sctcc.edu/mcc)

## RECORDS & REGISTRATION

Transcripts, transfer of credits, Degree Audit Reports, registration assistance, application for graduation.

**Location:** Northway Lobby

**Phone:** (320) 308-5075

**Email:** [registration@sctcc.edu](mailto:registration@sctcc.edu)

**Web:** [sctcc.edu/records](http://sctcc.edu/records)

## STUDENT SUPPORT MANAGER

Connect with resources for personal concerns.

**Location:** Northway 1-401

**Phone:** (320) 308-5096

**Web:** [sctcc.edu/wellness](http://sctcc.edu/wellness)

## SUCCESS SKILLS PROGRAM

Coaching, workshops on reading strategies, goal setting, stress reduction, test taking, and critical thinking.

**Location:** Various locations

**Phone:** (320) 308-5920

(320) 308-5983

(320) 308-5734

**Web:** [sctcc.edu/success-skills](http://sctcc.edu/success-skills)

## TRIO STUDENT SUPPORT SERVICES

Support for first-generation and income-eligible students and students with disabilities.

**Location:** Northway 1-131A

**Phone:** (320) 308-6490

**Web:** [sctcc.edu/trio](http://sctcc.edu/trio)

## VETERANS' SERVICES

Assistance and resources for veterans, service members, and their families.

**Location:** Northway 1-328

**Phone:** (320) 493-8153

**Web:** [sctcc.edu/veterans-services](http://sctcc.edu/veterans-services)

**Certifying Official:**

**Location:** 1-401

**Phone:** (320) 308-5936

**Email:** [abaugh@sctcc.edu](mailto:abaugh@sctcc.edu)

## Your Advisor is:

Location: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Know your Student Information!

Student/Tech ID: \_\_\_\_\_

StarID: \_\_\_\_\_ Password: \_\_\_\_\_

Email User Name: (your starid)@go.minnstate.edu Password: (same as starID password)

Student email to share: FirstName.LastName@my.sctcc.edu

## Expectations of Student

- ATTEND CLASS!
  - Attendance and participation is crucial to your academic success
  - Faculty may drop students for non-attendance, which could lead to loss of Financial Aid
- Be DAY-ONE READY - Come prepared to each class with books, supplies and materials
- Have a Back-Up Plan!
  - Housing - Transportation - Childcare
- Check your SCTCC student email regularly
  - Official source of communication for SCTCC Faculty, Staff, and Students
- Read and understand course schedule
  - Students are responsible to know dates and how to add/drop/withdraw courses
- Meet with your advisor at least once a semester (minimum requirement)
  - Be prepared for your meetings by viewing your Degree Audit Report
- Know how to log into Starfish (online communication tool)
  - Schedule advisor appointments, find instructor notifications
- Utilize campus resources
- Student Success Week offered in September and February
  - Attend a minimum of one workshop or event offered during the week

## Expectations of Advisor

- Meet with you at least once each semester
- Check email on a regular basis and respond to you in a timely manner
- Use Starfish to communicate with you
- Assist you in decision-making
- Assist you in setting goals and creating an academic plan for transferring or graduation
  - Assessment guidance and evaluation
  - Creating SMART Goals
  - SCTCC programs
  - Transfer plans
- Provide you with appropriate resources

Visit **[sctcc.edu/advising](http://sctcc.edu/advising)** to view the complete Academic Advising Syllabus.

# COURSE DELIVERY METHODS

SCTCC offers classes using different methods of delivery. Most common are **face-to-face, blended/hybrid, and online.**

METHOD	EXPLANATION	WEBSITE <i>Delivery Method</i> COLUMN
Face-to-Face	“Traditional” mode: students attend course in a classroom for each session	If the column is on campus, this indicates Face-to-Face class
Blended/ Hybrid	Course includes instruction through online D2L and face-to-face instruction	Blended/Hybrid is listed
Online - Synchronous	Class will meet online only during dates and times listed	Completely online-synchronous
Online - Asynchronous	Coursework is completed online through D2L Brightspace (no scheduled times)	Completely online-asynchronous
HyFlex	Option to attend face-to-face, online, or hybrid. Read the “notes” section for more details	HyFlex

## Online Asynchronous

Login to D2L:

- Materials
- Lectures
- Assignments
- Tests

Complete on your own time within deadlines set by your instructor



## Blended/Hybrid

Mix of online and face-to-face classes. Your in-person meetings will be on your class schedule.



## Online Synchronous

Meet online via Zoom or D2L at regular times with your instructor & classmates.

Additional classwork outside of Zoom may be required.



## D2L:

D2L Brightspace is where your class materials will be online. Take quizzes & tests, have class discussions, and submit assignments. Login via [sctcc.edu](http://sctcc.edu) under Quicklinks

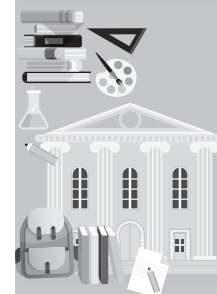
## Hyflex

Flexible option You choose – face-to-face, online, or hybrid.



## Face to Face

Traditional, on-campus classes that meet in person



ST. CLOUD  
TECHNICAL & COMMUNITY  
COLLEGE  
A member of Minnesota State

# ACADEMIC STANDING

There are 4 levels of Academic Standing:

**Good Academic Standing:** Minimum overall GPA of 2.0 AND 66.67% completion rate.

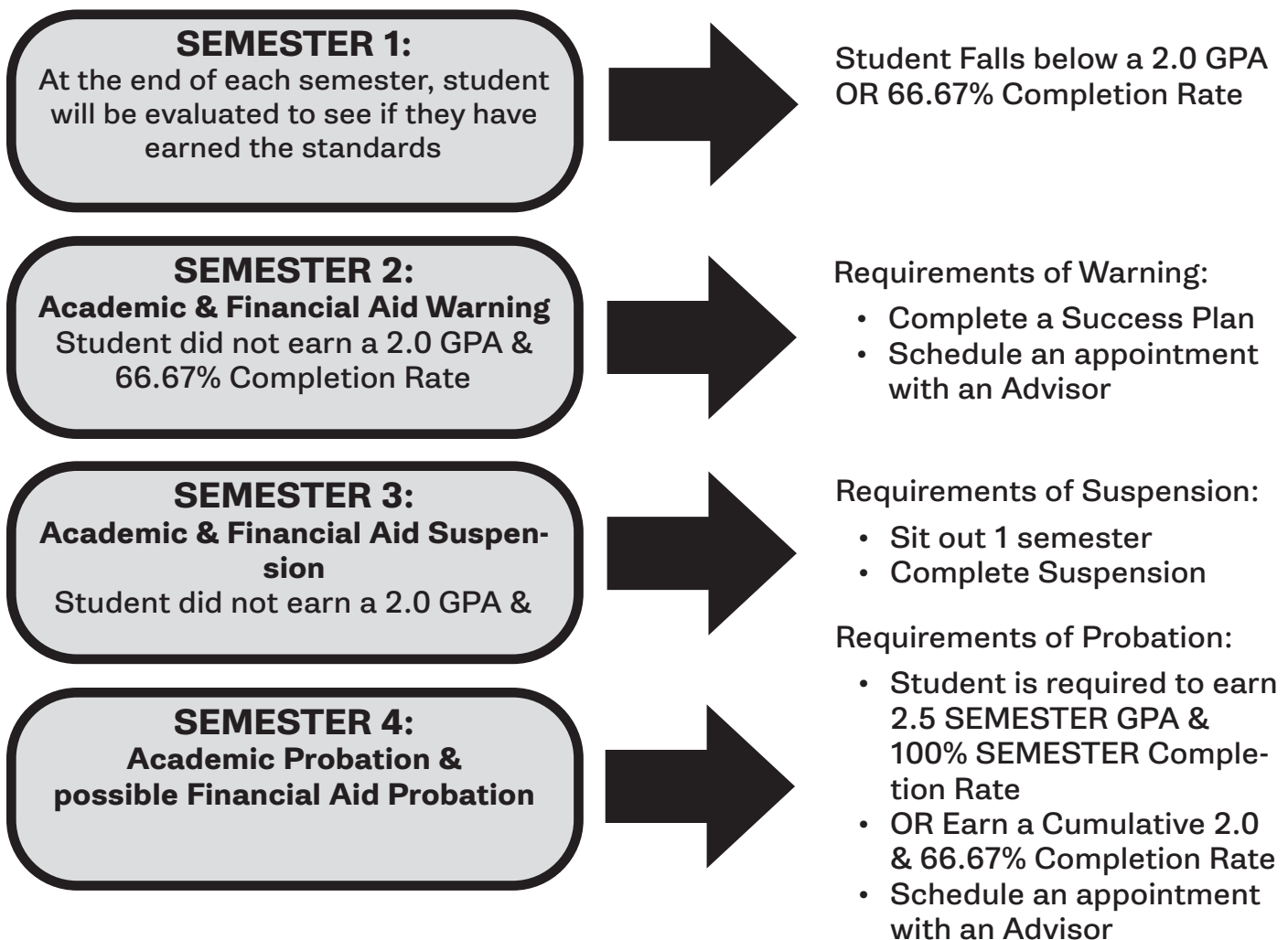
**Academic Warning:** Student falls below the minimum overall GPA of 2.0 OR 66.67% completion rate.

**Academic Suspension:** Student did not meet the minimum overall GPA of 2.0 AND 66.67% completion after being placed on Academic Warning.

**Academic Probation:** Student has sat out required time after being suspended or Student Appeal has been approved. NOTE: Approved Student Appeal allows student to attend SCTCC, but may not be eligible for Financial Aid.

**EXAMPLE Student story:** 1st semester at college, no previous college credits earned

- Student registers for 12 credits of general education or program courses
- Student decides to withdraw from 6 credits
- Earns "A" grades in the 6 credits completed (earned 4.0 GPA so meets required 2.0 GPA)
- Course completion rate is 50% (completed 6 of the 12 credits attempted) the student is placed on Academic Warning.
- This student will need to complete a minimum of 6 credits with a minimum of 2.0 the following semester to return to Good Academic Standing and avoid Academic Suspension.



AT THE END OF EACH SEMESTER, IF A STUDENT EARNED A CUMULATIVE GPA OF 2.0 AND 66.67% COMPLETION RATE, THEY ARE PLACE BACK IN GOOD STANDING.

# PAYING FOR COLLEGE

## Options to Pay for College

1. **FAFSA:** Have your FAFSA completed and SCTCC has it on file (it can take 5-10 days from when you complete it online for SCTCC to have it on file).
2. **PAYMENT PLAN:** Do a Nelnet/Facts payments plan.
  - [www.sctcc.edu](http://www.sctcc.edu)
  - Under Quick Links, Click on eServices
  - Log in with Star ID and password
  - Click on Bills and Payments
  - Enroll in a payment plan (you will be redirected to a secure website –Nelnet/Facts where you will enter in your banking information and make your down payment and enrollment fee)
3. **PAYMENT IN FULL:** Make payment in full either online, via phone, in person, or U.S. mail by tuition due date.
4. **THIRD PARTY PAYER:** Examples include CareerForce, student employer, military funding.

## IMPORTANT FACTS

- **Your classes may be dropped for non-payment** if one of the above is not completed by the tuition due date.
- Bills are **NOT** sent via U.S. mail. Log on to **e-services** select **Bills and Payments** to view your account balance.
- To ensure your classes are not dropped for non-payment, payment options 1, 2, 3 or 4 above **MUST** be complete!

### Semester tuition due (15 days before semester start):

**Summer 2023:** May 1, 2023

**Fall 2023:** July 31, 2023

**Spring 2024:** December 14, 2023

**Summer 2024:** April 29, 2024

### Income Verification

Students who are selected for income verification may obtain a tax return transcript by logging into [www.isrs.gov](http://www.isrs.gov). If you did not file taxes, you need to complete 4506-T form. If you do not get results by sending in the 4506-T form, consider scheduling an appointment with the St. Cloud IRS office: call 844-545-5640.

### Scholarships:

**SCTCC offers scholarships** ranging from \$500 to \$2500. One short application puts you in consideration for all Foundation scholarships!

Please visit [sctcc.edu/scholarships](http://sctcc.edu/scholarships) for more information and deadlines.

**SCTCC FINANCIAL AID: 320.308.5961 • [abaugh@sctcc.edu](mailto:abaugh@sctcc.edu) • [www.sctcc.edu/financial-aid](http://www.sctcc.edu/financial-aid)**



## Prepare for the FAFSA application

What will I need to fill out a FAFSA® form? You'll need the following to complete a Free Application for Federal Student Aid (FAFSA®) form:

- Your Social Security Number
- Your Alien Registration number (if you're not a U.S. citizen)
- Your federal income tax returns, W-2s, and other records of money earned (Note: You may be able to transfer your federal tax return information into your FAFSA form using the IRS Data Retrieval Tool)
- Bank statements and records of investments (if applicable)
- Records of untaxed income (if applicable)
- An FSA ID to sign electronically

If you are a dependent student, then you'll also need most of the above information for your parent(s).

## Tips for completing the FAFSA

1. Create FSA ID (How to create FSA ID), username, and password REMINDER: Keep this in a safe place as you will need to access this each year you are in college; both for yourself and your parents.
2. Students need to input information on their citizenship, marital status, legal residence, Social Security number and the number of people within their household. Parents will need to submit the same information.
3. Students should fill out the FAFSA as soon as possible after it opens (Oct 1 for the following school year) even if you don't think you qualify for aid — as some aid is first come, first serve. There are no set FAFSA income limits or cutoffs that determine eligibility for financial aid.
4. Know which FAFSA to complete:
  - Summer 2023 start date is 2022-2023.  
This will use the 2020 income as is available now.
  - Fall 2023, Spring 2024, Summer 2024 is 2023-2024.  
This will use 2021 income and will be available after October 1, 2022.
5. Know the college Federal School Code:
  - SCTCC school code is **005534**.

## Complete the FAFSA

Fill out FAFSA® at <https://studentaid.gov/h/apply-for-aid/fafsa>

- Prepare to complete the form - watch a how-to video to learn more about step-by-step instructions
- FAFSA form must be completed each year as you continue your education

## Accepting your Financial Aid Award

**Grants:** The great thing about grants is that they don't have to be paid back, unlike loans.

**Federal Work-Study:** Provides part-time jobs for students with financial need.

**Loans:**

- **Subsidized loan** for students who demonstrate financial need. This type of loan does not accrue interest the same way other loans because the government temporarily covers interest costs.
- **Non-Subsidized loan**, the student is responsible for the interest from the moment the loan money is disbursed into your account. There is no help on the interest: you are responsible for the entire amount.

Please be responsible when borrowing student loans – this is NOT free money!

# ACADEMIC PLANNING

Whether you are undecided about future plans or you know exactly what educational and career path to take, to be successful, you must be prepared with a **PLAN**.

## Meet with an Academic Advisor

- Assist you in creating an academic plan for transferring or graduation
- Locating resources that are available to SCTCC students
- Discuss SCTCC programs and transfer pathways
- Complete career assessments and research career and educational opportunities

## Attend Student Success Week

- Workshops and information sessions on how to be successful at SCTCC
- Every September and February

## Participate in the Annual Job Fair held each spring semester

- Meet potential employers and build a professional network
- Explore part-time work, summer employment, or internships

## Visit the Career Services Center

- Get assistance finding employment
- This office is open to current SCTCC student and alumni

## Attend 4-year College Transfer Fair held each spring semester

- 20+ colleges are in attendance from the 5-state area
- Student hand-outs are available that include questions to ask representatives

## Review your Degree Audit Report (DAR)

The Degree Audit Report (DAR) is your tracking tool to view courses transferred, in-progress and completed courses.

Students should review their DAR to accurately create an academic plan with an advisor



*WATCH A  
HOW-TO  
VIDEO!*

## How to Access your Degree Audit Report (DARS)

1. Go to [sctcc.edu](http://sctcc.edu), under Quick Links, click on the **eServices** link
2. Log in to eServices using your StarID.
3. Select **Academic Records** (from the left side navigation).
4. Select **Degree Audit Portal** (from the left side navigation).
5. Select **Click Here to Access Degree Audit Report Self-Service** (new window opens).
6. Log in with StarID and StarID password.
7. Click **Run Declared Programs**.
8. Click **View Audit** for the major you wish to view. (for Instructions on how to run a What-If Audit click here).
9. If you don't see correct major, stop by Admissions Office to add major.
10. Verify completed courses are listed, including transfer credits.





## NUTRITION

Avoid eating on the go  
 Drink water and avoid liquid calories (lattes, sugary energy drinks, soda, fruit juices, alcohol)  
 Cook at home  
 Eat more fruits and veggies



## STRESS

Do some deep breathing  
 Talk with a friend  
 Take a short, quick walk  
 Close your eyes and meditate for a couple minutes  
 Take a break  
 Seek therapy or medical expertise if it's too much



## EXERCISE & FITNESS

Get 2.5 hours of moderate exercise per week  
 Walk or bike to class if possible  
 Between classes? Take a walk or climb a few flights of stairs  
 Find a fun workout - take a dance or yoga class, join a Frisbee golf team, etc.  
 Track your fitness



## SLEEP

Shut off electronics or keep them out of your bedroom  
 Make a to-do list for tomorrow so you won't worry as you sleep  
 Try to get at least 7 hours of sleep  
 Use a fan for air circulation and ambient noise



## ALCOHOL IS A FACTOR IN:



of academic problems



of college dropouts

## Success Tips Videos



### Online Classes

Be a successful online student with this video.



### Organization

Go from disorganized to organized with these steps.



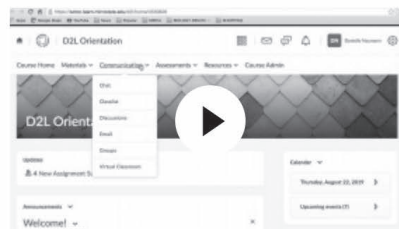
### Keeping a Schedule

Organize your day with the power of a schedule.



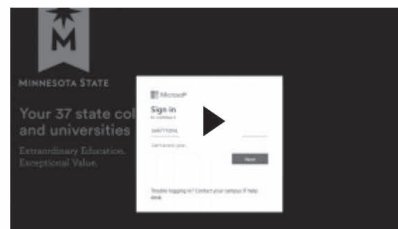
### How to Google Efficiently

Learn how to search effectively with Google.



### D2L Communications

Learn about the communications tab on D2L: The home of discussion posts.



### Email

Learn how to use your SCTCC email.



Visit [sctcc.edu/cas-success-tips](http://sctcc.edu/cas-success-tips) to watch!  
 More tips and tricks can be found at [sctcc.edu/quick](http://sctcc.edu/quick)

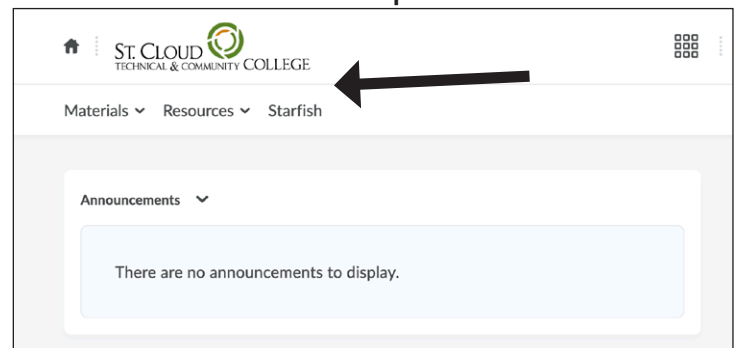



## How to Schedule an Appointment

1. Go to [www.sctcc.edu](http://www.sctcc.edu)
2. Click on **Quick Links** at the top left of the screen





3. Click **D2L Brightspace** and log in using your Star ID and STAR ID password.
4. Once in D2L, click **Starfish** on the top left of the page.





5. Click on  on the upper left hand side
6. Click on **My Success Network**


### Find Assigned Advisor:

7. Names will be listed
8. Click  by their name
9. Click **Schedule**
10. Click  and then select **Reason for Appointment** and **Continue** on bottom left of the screen
11. Select day and time and then click **Continue** on bottom left of the screen
12. Click **Confirm** on bottom left of the screen

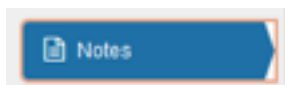
## Scheduled Appointment but need to cancel/reschedule?

1. Go to [www.sctcc.edu](http://www.sctcc.edu)
2. Click on **Quick Links** at the top left of the screen
3. Click **D2L Brightspace** and log in using your Star ID and STAR ID password.
4. Once in D2L, click **Starfish** on the top left of the page.
5. Click on  on the upper left hand side
6. Click on **Upcoming**
7. Find **scheduled appointment** and click on 
8. Click on **Cancel Appointment**
9. Click on **Cancel it**
10. After canceling, follow the “Schedule Appointment” steps to reschedule

## Set up Your Starfish Profile

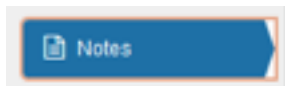
1. Click on  (upper right corner)
2. Click on **Your Name**
3. Click on **Profile**
4. Enter phone number in **Alternate email** space
5.  Check “Also send notifications to my alternate email address”
6. Click **Submit**





## Sample of Flag



Type	Subject
  Flag Comment	Raise Comment In Danger of Failing

## Sample of Kudos



  Kudos Comment	Create Comment Keep Up the Good Work
  Kudos Comment	Create Comment Outstanding Academic Performance

## Sample of Email

Congratulations!

You have been identified as displaying positive academic performance in General Chemistry II - SECT 01.

Your SCTCC instructors, staff, and student success team appreciate your dedication and hard work in the classroom. Keep it up!

Sincerely,  
Student Success Team

## Questions? Call or Email:

Advising Center Phone: **320-308-5741**

Advising Center Email: **advising@sctcc.edu**



Check your SCTCC email on a regular basis. This is another easy way to read notifications from instructors and advisors.


## ESERVICES LOGIN DIRECTIONS



1. Go to [sctcc.edu](http://sctcc.edu), under **Quick Links**, click on the **eServices** link
2. Login to eServices using your StarID and Password

WATCH A  
HOW-TO  
VIDEO!



## HOW TO REGISTER FOR CLASSES

1. Once logged in, click **Courses and Registration** then **Search for a Course**. Search for courses at St. Cloud Technical & Community College by choosing the **Subject** from the drop down menu and entering the **Course Number** (if known). Make sure that you have selected the correct semester, ex. Fall 2022.
2. The **Search Results & Plan** page will show results for the courses you searched for, as well as courses on your **Wish List**, **Wait List**, and **Registered list**. Click the  icon to expand Your Plan.
3. Click on the **Course Title** for more information.

4. Add a course to your wish list by clicking the  icon. **Adding a course to your wish list does not ensure your seat in the course.**
5. If a course is full, you might be able to add your name to the waitlist by clicking the  icon.
6. Once you have selected all of the courses you wish to register for, click the **Continue to Review My Plan** link, under the plan menu bar.
7. Check the box next to each course that you wish to register for and click **Select Course(s) to proceed to Register**.
8. Enter the **Access Code**. Each semester you will receive a new code from an advisor.
9. Enter the **Password** you created when you initially signed on.
10. If you were not able to successfully register for a course, an error message appears and is highlighted red. If this happens, please see an advisor for help. For additional information see **Registration Holds**.
11. Courses you successfully registered for can be found under the **View/Modify Schedule** tab on the left.
12. To print your schedule for your reference, click the **Printable Schedule** link the top right corner of your schedule.

**NOTE:** The wait list function is removed at midnight the day before the semester begins (Sunday at midnight). At that point, you must continue to check for open sections by logging into eServices.

## HOW TO DROP OR WITHDRAW FROM A COURSE

**Please speak with an advisor before withdrawing from any courses.**



1. Click the **Courses and Registration** tab from the menu on the left.
2. Click the **View/Modify Schedule** tab from the menu on the left.
3. The courses you are registered for during a given semester will be listed.
4. You can view the **Last Dates to Drop/Withdraw** from each individual course by hovering over the icon.
  - The Drop Date is the last day you can drop the course and receive a full refund. Dropping a class does NOT affect your GPA or Completion Rate.
  - The Withdraw Date is the last day you can withdraw from the course to receive a W. This

**View / Modify Schedule**

Advisor: Sand Dwyer  
Major: None  
Summer 2022

Registered ✓ Printable Schedule

ID #	Subj #	Sec #	Title	Dates	Days	Time	Building/Room	Instructor	Cr/Hr	Grade Method	Last Dates to Drop/Withdraw	Loc
000046	ACCT	1215 01	Accounting Principles I	5/28/2019 - 7/5/2019	T	8:00am - 11:50am	Northway Building 1-412	Dombrovski, Mary	4.0	Normal		

Course Notes: This course combines reduced classroom time with significant online work. Intermediate computer/Internet skills required.

WILL affect your Completion Rate but not your GPA.

5. Add drop/withdraw from the course, click the **+** icon.
6. Enter your StarID password, then click submit.
7. If successful, a message will be displayed at the top of the page and when refreshed, the course will no longer appear in the student's schedule for the given semester.

## HOW TO ADD A CLASS TO THE WAIT LIST (when a class is full)

**If the Wait List is enabled, follow these instructions to get on a Wait List for a course.**

1. In the course search results click the **+** icon.
2. Check the section of the course you want to be on the Wait List for (you may check multiple sections).
3. Click **Submit**.
4. The courses you are on the Wait List for will be listed in the **My Plan** section towards the top of the page.
  - You will be notified via your SCTCC student email account if you are given permission to register for a course on your Wait List. *Check your email account often!*
  - If you receive an email indicating you have been given permission to register for a course on your Wait List, you will have *24 hours from the time the email was sent* to register for the course. After 24 hours your seat is forfeited and you will be required to add yourself to the end of the Wait List again. The email will include instructions and a link to register for the course. Please follow these directions

**NOTE:** The *Wait List* function is turned off at midnight the day before the semester begins (Sunday at midnight).

# ACADEMIC PLANNER

F2F/Online Classes \_\_\_\_\_ Homework \_\_\_\_\_ Other \_\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00 AM							
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
Noon							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							

## 6 STEPS TO STELLAR EMAILS



To:	SCTCC-Academic Advising Center
Cc:	
Bcc:	
Subject:	Acceptance to class

Hello Professor Brown,

My name is Jane Doe.  
 Student ID/Tech ID: 15101010  
 StarID: qq9999qq

Please accept my request for permission to enter back into course id 000936, PSYC 1304-02.

I turned in all assignments and participated in chats. When I logged into my eservices I meant to drop a different course and selected the incorrect course.

Please let me know if you further information from me. I look forward to hearing from you.

Thank you,  
 Jane Doe

1. Use professional or student email
2. Proper Subject Line (not your entire message)
3. Greeting before you start
4. Content that's complete
5. Signature
6. Check your email - continue to check it regularly to make sure you respond in a timely manner

## LEAVING A VOICEMAIL



1. Include your name and StarID or Student ID
2. Include your phone number
3. Make sure you have room in your voicemail box

# CAMPUS EVENTS

Visit [sctcc.edu/calendar](https://sctcc.edu/calendar) for all campus events



## AUGUST

**Come prepared for Day 1** with books, materials and your brain ready for the college experience!

## SEPTEMBER

**Student Success Week!** Go to success workshops & events - your instructors may give you extra credit. Register for prizes!

## OCTOBER

**Academic Advising** Schedule an appointment with your Advisor for academic planning AND early registration for spring / summer semester classes.

## NOVEMBER

**Fill out your FAFSA** for fall 2024. Yes it's early, but be prepared to avoid classes dropped for non-payment!

## DECEMBER

**Take care of YOU,** by attending Stress & Time management workshops. Use your planner to schedule study time. Finish Fall semester on a positive note!

## JANUARY

**Apply for Graduation** if you are registered for your final courses in spring and/or summer semester. Apply online OR at Records & Registration office

## FEBRUARY

**Student Success Week!** Go to success workshops & events - your instructors may give you extra credit. Register for prizes!

## MARCH

**Academic Advising** Schedule an appointment w/your Advisor for academic planning AND early register early for summer/fall semester classes.

## APRIL

**Academic Planning** Develop, review or update your plan by scheduling an appointment with your advisor. Watch for the Job Fair and Transfer Fair.

## MAY

**Summer semester begins!** This is a great time to take courses to either graduate early OR lighten your credit load during Fall/Spring semester.

## JUNE

**Enjoy the MN Summer!**



## JULY

**Prepare for Fall Semester** by checking your student email, purchasing books & logging into e-services. Have questions, contact SCTCC!

# ACADEMIC CALENDAR

### Fall Semester 2023

July 31	Tuition Due
August 17	Faculty In-Service
August 21	First day of fall semester
August 23	Last day to add classes
August 25	Last day to drop classes
September 4	Labor Day - No Classes - College Closed
October 18	First half of semester ends
October 19-20	Break - No Classes
October 23	Second half of semester begins
October 25	Advising Day - No Classes before 4 p.m.
October 26	Spring/Summer registration starts
November 10	Veterans Day - College Closed
November 23-24	Thanksgiving Holiday - College Closed
December 15-21	Final Exams
December 21	Last Day of Semester / Grading Day
December 22	Grades Due
December 25-Jan 5	Winter Break - No Classes
December 25	College Closed

### Spring Semester 2024

December 14	Tuition Due
January 1	New Years Holiday - College Closed
January 4	Faculty In-Service
January 8	First day of spring semester
January 10	Last day to add classes
January 12	Last day to drop classes
January 15	Martin Luther King - College Closed
February 9	All College Day - No Classes
February 19	Presidents Day - College Closed
March 1	First half of semester ends
March 4 - 8	Spring Break
March 6	Staff In-Service - College Closed
March 11	Second half of semester begins
March 19	Advising Day - no classes before 4 p.m.
March 20	Fall Registration Begins
March 27	Job Fair
May 6-10	Final Exams
May 10	Last day of semester/Grading
May 10	Commencement ceremony

### Summer Semester 2024

April 29	Tuition Due
May 20	First day of Summer Session
May 27	Memorial Day - College Closed
June 19	Juneteenth - College Closed

June 28	Last Day of Summer Session First Half
July 1	First day of Summer Session Second Half
July 4	Independence Day - College Closed
August 11	Last day of Summer Session Second Half
August 26	First day of Fall 2024



Visit [sctcc.edu/calendar](https://sctcc.edu/calendar) for all important dates and deadlines



# STUDENT PERKS



## Child Care Assistance

Some Minnesota residents within certain income limits are Eligible for a Post Secondary Child Care Grant! Contact *Financial Services* for more info.



## Just In Time Grants

If you're in a financial bind, talk to your Instructor, Advisor or other trusted SCTCC staff about funds that are available for emergencies.

## On-Campus Counselor

Free on-campus mental health services for students. Make an appointment at [sctcc.edu/wellness](http://sctcc.edu/wellness)

## CAS (tutoring)

Tutors will help you with:

- Math
- Writing
- English
- Natural Sciences
- Communications
- + much more!



## Success Skills

Some workshop topics:

- Test Anxiety
- Stress Reduction
- Technology 101
- Goal Setting



## Scholarships

Fill out one application to apply for all scholarships \$300-\$2500 [sctcc.edu/scholarships](http://sctcc.edu/scholarships)



## Dental Clinic

The SCTCC Dental Clinic offers low-cost preventative services. [sctcc.edu/dental-clinic](http://sctcc.edu/dental-clinic)



## Auto Work

The Automotives & Auto Body programs offer low-cost auto repair.



## Free Little Libraries

Take a break from textbooks. Free Little Libraries in the Library & 1-260.




## Wi-Fi Password

Network: SCTCC Wireless Password: **cyclones**



## Open Computer Lab

1-405, HSB 117 Library Labs   
Hours: [sctcc.edu/computer-labs](http://sctcc.edu/computer-labs)

## YMCA Member

Join the YMCA. Students pay a 1-time \$135 fee per academic year.

## Bus Fare

Use your student ID to get a free ride on the Metro Bus.



## Movie Passes

Tues.: \$5 movies  
Thurs.: \$6 movies  
2 for \$12 passes at the Bookstore every 45 days!

## Cyclones Cupboard

Stop by SCTCC's Food Pantry for groceries. [sctcc.edu/food](http://sctcc.edu/food)



## Job Fair

The SCTCC Job Fair is held every spring. 180+ employers are ready to hire grads! 

## Free MS Office 365

While you're a student, download MS Office to your computer. Login to Office365 for info.

## Career Services

As an SCTCC grad, you can use Career Services as long as you need them.

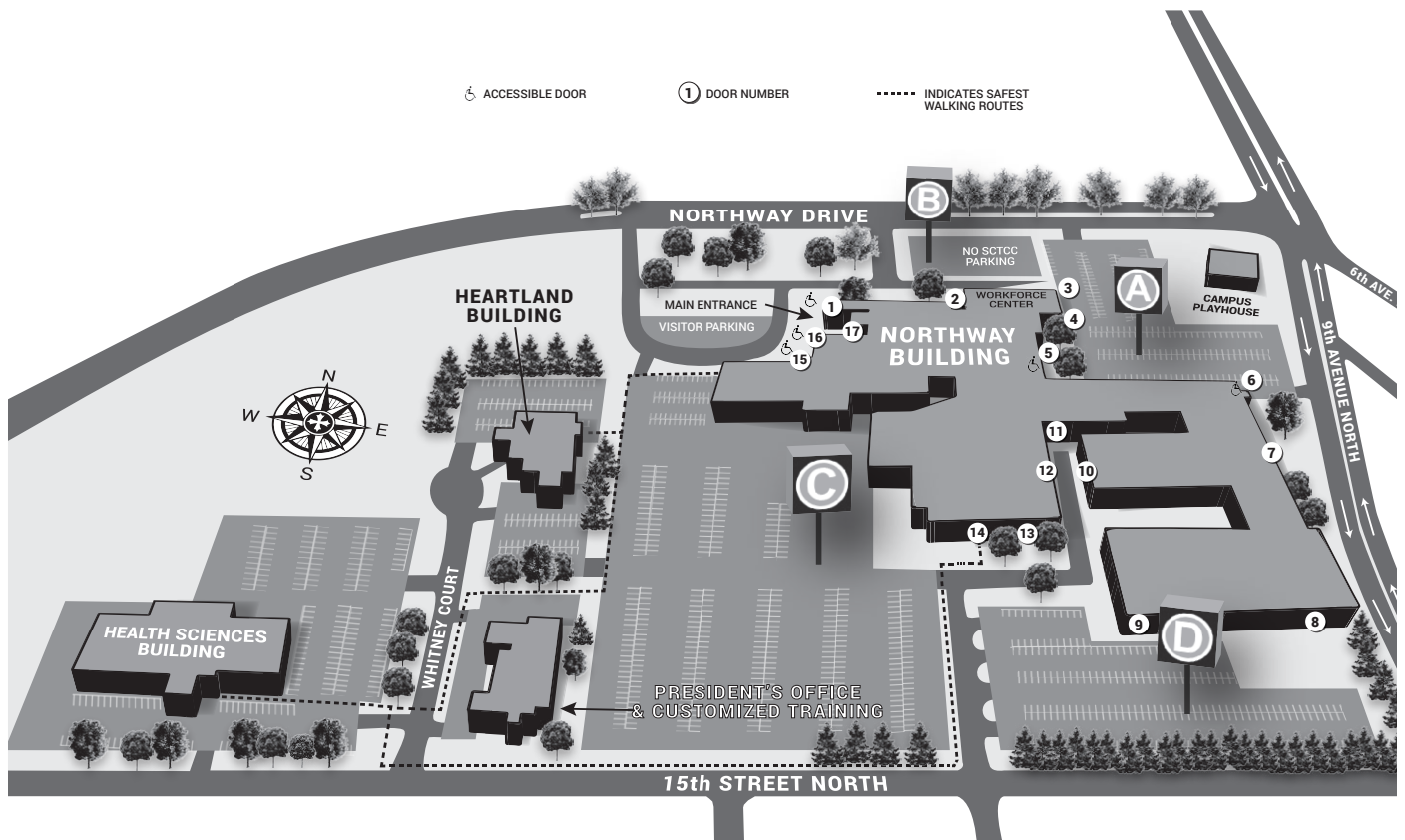
## Athletics

SCTCC has 5 sports:  
-Men's Basketball  
-Women's Basketball  
-Baseball  
-Softball  
-Volleyball 

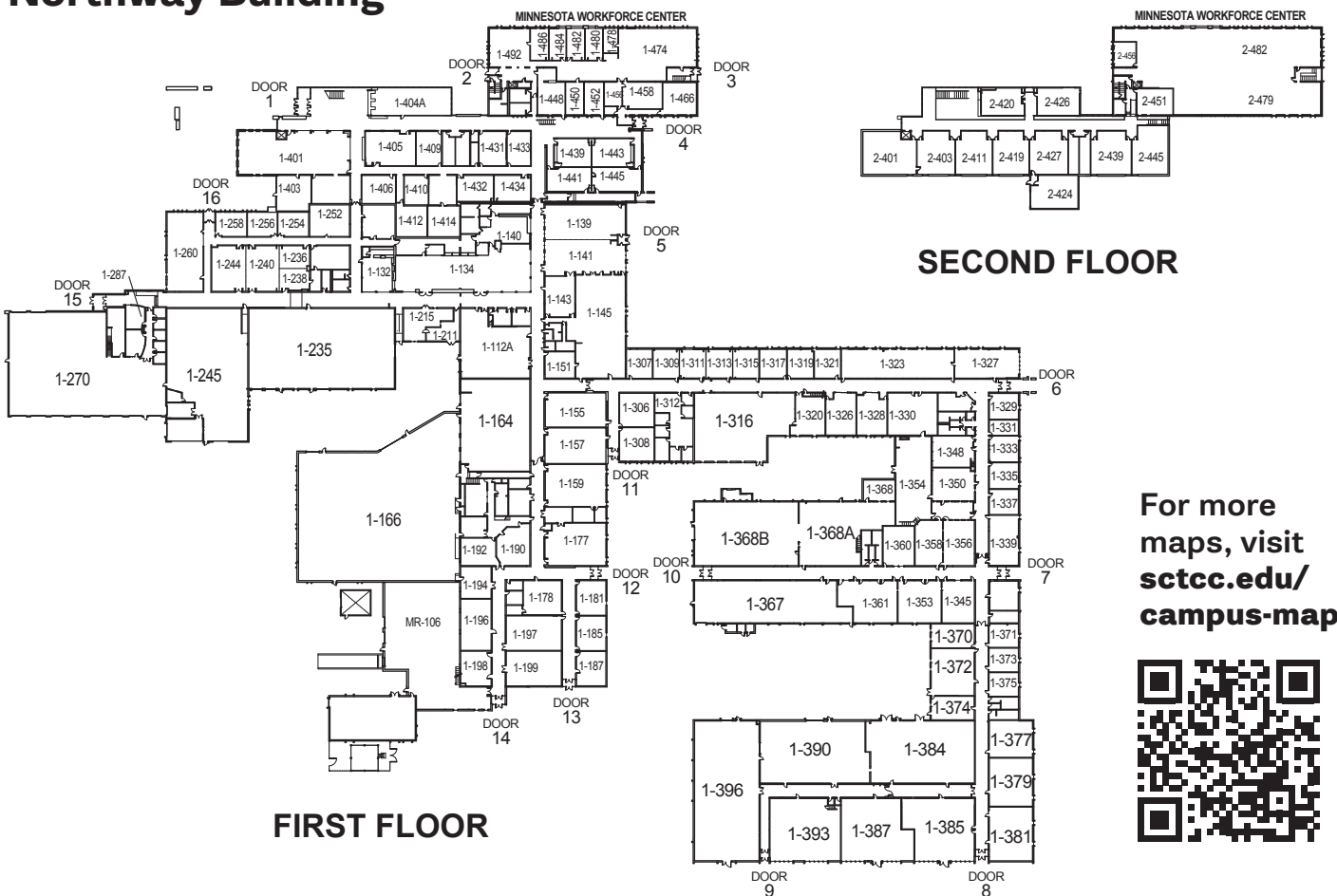
## Multi-cultural Center

The MCC in 1-315 is open for all students. [sctcc.edu/MCC](http://sctcc.edu/MCC)

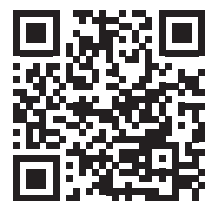
# CAMPUS MAPS



## Northway Building



For more maps, visit [sctcc.edu/campus-map](http://sctcc.edu/campus-map)





## NEED FOOD?

# CYCLONES CUPBOARD

**Step 1:** Visit [sctcc.edu/food](http://sctcc.edu/food)

**Step 2:** Fill out the **Meal Request** form with number of people in your household and any hygiene products you need



**Step 3:** Check your email for pick-up instructions

## Accessibility Services

- ⇒ SCTCC Student?
- ⇒ Have a disability?
- ⇒ Temporary disability like a broken arm or concussion?

You are eligible to apply for Accessibility Services.

[sctcc.edu/accessibility-services](http://sctcc.edu/accessibility-services)

## Wellness Resource Services

Non-academic support

Short-term mental health services

Personal wellness and academic success

If you are struggling in anyway, please contact us!

**We are here to help!**



Jeanna Franklin, Mental Health Professional  
Carley Reyes, Cyclones Support Manager

[sctcc.edu/wellness](http://sctcc.edu/wellness)

## A GUIDE TO STAYING FOCUSED AND COMPLETING TASKS

### START WITH THE BASICS

Set up your **SLEEP** environment.

SLEEP FOR  
**7-9 HOURS**  
EVERY NIGHT



Add **HEALTHY**, wholesome foods to your diet.

**AVOID** processed foods, caffeine, and trans fats.



Manage your **STRESS**:  
Take a break to practice a relaxation activity.

### 6 TIPS FOR MAINTAINING FOCUS & COMPLETING TASKS



**REDUCE** distractions.



Focus on **ONE** thing at a time.



**PRIORITIZE** your tasks.



Make a **SCHEDULE** and include breaks.



Set **TIMERS** to stay on track if necessary.



**ORGANIZE** your workspace.

### How To **PRIORITIZE** TASKS

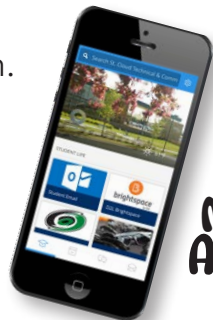
- 1.** Make a list of the things you need to complete.
- 2.** Prioritize which needs to happen 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc.
  - Write the number next to the item.
- 3.** Estimate how long each task will take.
  - Write the time next to each item.
- 4.** Make a schedule.
  - Be realistic.

# ADVISING & REGISTRATION CHECKLIST

## 2023 2024

- Get registered for all classes and print schedule.
- To avoid classes dropped for non-payment: Fill out your FAFSA, pay tuition, set up a payment plan, scholarships, or other third party support.
- Set up Direct Deposit for Financial Aid in eServices.
- Visit IT Solutions Center, 1-405 Lab.
  - Get your Cyclone Card (student ID card) for free Metro Bus rides and student discounts
  - Laptop virus removal
  - Microsoft Office for FREE
  - Answers to technology questions
  - Get your student email sent to your phone, tablet, or other email
- Activate and begin checking SCTCC student email.
- Stop at the Bookstore on campus or at [sctcc.edu/bookstore](https://sctcc.edu/bookstore) and purchase your books PRIOR to the first day of class!
  - Charge your books to Financial Aid - check [sctcc.edu/financial-aid-and-charging-books](https://sctcc.edu/financial-aid-and-charging-books) for updated dates
- Register vehicle online at [sctcc.edu/parking-permits](https://sctcc.edu/parking-permits)
  - Be prepared to enter make, model, and license of your vehicle
  - Pick up your permit
  - Parking charge is included in tuition & fees
- Watch how-to videos on eServices, D2L, etc. [sctcc.edu/cas-success-tips](https://sctcc.edu/cas-success-tips)
- Login to D2L to learn more about Starfish.
- Get to know your campus!
- Visit the Center for Academic Success and Academic Advising Center if you have any questions.
- Attend Cyclone Experience.
- Download the SCTCC App.

WI-FI  
PASSWORD:  
cyclones



GET  
THE  
MOBILE  
APP!

Search SCTCC  
in your app store!



ST. CLOUD  
TECHNICAL &  
COMMUNITY  
COLLEGE

A member of Minnesota State

[www.sctcc.edu](https://www.sctcc.edu)



St. Cloud Technical & Community College,  
A member of Minnesota State

SCTCC is a member of Minnesota State and accredited by the Higher Learning Commission.  
ADA Accessible Facility. Affirmative action/equal opportunity educator/employer.

@SCTCC /SCTCC @SCTCC /videosctcc