student guidebook

2024-2025

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**
Web: **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**

ADMISSIONS
New & prospective students, testing, change of major.
Location: Northway Lobby
Phone: (320) 308-5089
Web: **sctcc.edu/admissions**

THE BOOKSTORE
Books, supplies, snacks, and apparel.
Location: Northway 1-204
Web: **sctcc.edu/bookstore**

CAMPUS LIFE
Activities, organizations, student government, and athletics.
Location: Heartland
Web: **sctcc.edu/campus-life**

CAREER SERVICES
Career exploration, work study openings, job search resources, resume, tips, and practice interviewing.
Location: Northway 1-448
Phone: (320) 308-5926
Web: **sctcc.edu/career-services**

CYCLONES CUPBOARD
On-campus food pantry to reduce food insecurity. Meal request form at the webpage.
Location: Northway 1-450
Phone: (320) 308-5922
Web: **sctcc.edu/food**

FINANCIAL SERVICES
Pay bills, financial aid assistance.
Location: Northway Lobby
Phone: (320) 308-5961
Web: **sctcc.edu/financial-aid**

IT HELPDESK
Computer and tech support.
Location: Northway 1-405
Phone: (320) 308-6445
Email: **helpdesk@sctcc.edu**
Web: **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**

MARY STANGLER CENTER FOR ACADEMIC SUCCESS
Studying and tutoring assistance through individual, group, and online methods.
Location: Northway 1-112
Web: **sctcc.edu/cas**

MENTAL HEALTH SERVICES
Connect with a Mental Health Professional.
Location: Northway 1-401
Phone: (320) 308-5006
Web: **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**

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**
Web: **sctcc.edu/records**

STUDENT SUPPORT MANAGER
Connect with resources for personal concerns.
Location: Northway 1-401
Phone: (320) 308-5096
Web: **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**

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**

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**

VETERANS CERTIFYING OFFICIAL
Location: 1-401
Phone: (320) 308-5936
Email: **abaugh@sctcc.edu**

Your Advisor is:

Location:

Phone:

Email:

TABLE OF CONTENTS

As we begin another exciting academic year, we at the Academic Advising Center give a warm and enthusiastic welcome to our new and returning students.

At SCTCC, we are committed to your success and are here to support you and your goals every step of the way.

Our mission is to empower you to take ownership of your education and career. We believe that each one of you has the potential for greatness, and it is our privilege to guide you toward achieving your goals. Whether you are beginning your educational journey with us or continuing it, SCTCC is dedicated to providing the resources, knowledge, and opportunities you need to thrive.

We encourage you to take action, ask questions, seek help when needed, and actively engage in your learning experience. Remember that your success is a partnership between you and the college. The more you invest in your education, the more you will gain in return.

This booklet is designed to serve as a valuable resource on your path to excellence at SCTCC. It contains essential information, tips, and guidance to help you navigate your academic and personal journey effectively. We believe in your ability to excel, and we are here to support you every step of the way.

Welcome to SCTCC, where your journey towards a brighter future begins. Together, we will achieve great things.

Academic Advising Team

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
- 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
- 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** to view the complete Academic Advising Syllabus.

your average week

Scenario option one

Eat

Sleep
6 hrs/night
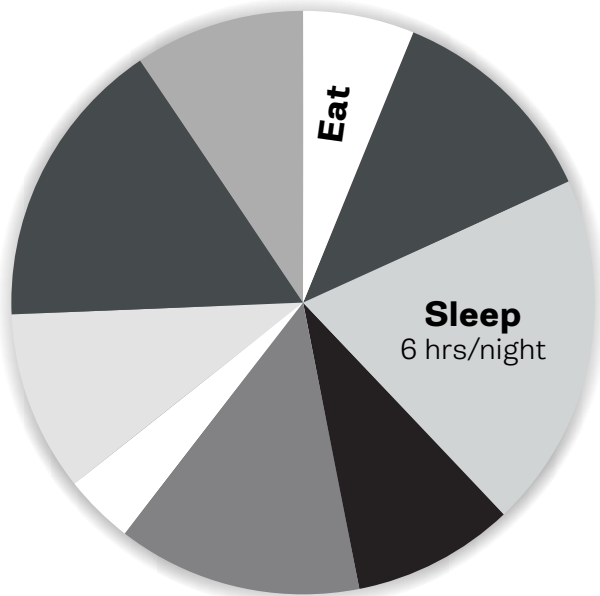
Scenario option two

Eat

Sleep
6 hrs/night

Fill in the remaining hours of the week with your obligations*:

☐ Work _____hrs per week

☐ Family _____hrs per week

☐ Hobbies _____hrs per week

☐ Others? _____hrs per week

*Your obligations may be changing after you enroll in school – do the best you can to be honest with yourself about how much time you think you'll be spending in each area.

Credits	In-class time per week	Homework/ Study time per week	TOTAL HOURS per week
6 *(2-3 classes)*	6 hours	12-18 hours	**18-24** hours
10 *(3-4 classes)*	10 hours	20-30 hours	**30-40** hours
15 *(4-5 classes)*	15 hours	30-45 hours	**45-60** hours

How many classes should I take?
Look at the time remaining in your schedule

☐ School _____hrs per week

This is how many hours you have available to dedicate to classes.

Choose your path
Based on the number of hours you can commit to class and homework, choose the number of credits that will allow you to be most successful.

Part-time vs. Full-time Student
Choosing to be a full-time or part-time student depends on your personal goals. This will be based on what you would like to accomplish and your priorities outside of school. Keep in mind the time commitment and tuition each semester, when you'd like to graduate, and scholarship options. If you have priorities outside of school, part-time may be better. If you want to graduate by a certain date, then full-time could be your better option. Don't forget that summer classes are also available!

Part-Time
A part-time student is enrolled in 11 or fewer credits per semester. This is a great option for balancing work, family, and other obligations.

Full-Time
A full-time student is enrolled in 12 or more credits per semester. A full-time student will spend more time in class as well as needing additional time for studying.

SCTCC offers classes using different methods of delivery. Most common are **on campus**, **blended/hybrid**, and **online**.

METHOD	EXPLANATION
On Campus	"Traditional" mode: students attend course in a classroom for each session
Blended/Hybrid	Course includes instruction through online D2L and on-campus instruction
Online - Synchronous	Class will meet online via Zoom or D2L at specific scheduled times
Online - Asynchronous	Coursework is completed online through D2L Brightspace (no scheduled times)
HyFlex	Option to attend on campus, online, or hybrid. Read the "notes" section for more details

SCTCC classes are not self-paced. Please check the specific due dates and meeting times in your class syllabus.
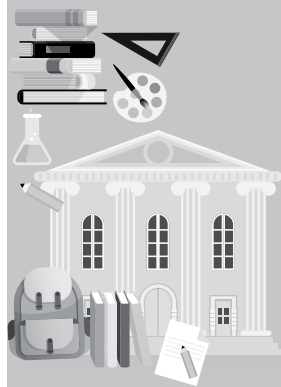
On Campus
Traditional, on-campus classes that meet in person

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.

Online Asynchronous
Login to D2L:
• Materials
• Lectures
• Assignments
• Tests
Complete on your own time within deadlines set by your instructor

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

ready to take online classes?

Yes	No	
☐	☐	Are you self-motived, disciplined, and able to keep yourself on schedule?
☐	☐	Do you enjoy reading and writing?
☐	☐	Do you express yourself well using only written communication?
☐	☐	Are you able to understand and follow written instructions without verbal explanation?
☐	☐	Can you devote 8-12 hours per week for just one class?
☐	☐	Do you have access to a computer with a reliable internet connection, web camera, and speaker?
☐	☐	Do you know how to use Zoom?
☐	☐	Do you know how to use the Dropbox, Quizzes, Surveys, and Discussions in D2L (or are you willing to learn)?
☐	☐	Do you know where to find computer and D2L help?

REALITY CHECK:

You must log in to D2L on the first day of class and begin course assignments.

Students in online courses must be motivated, organized, and disciplined; you will not have an instructor looking over your shoulder, prodding you to do the work.

Online courses are as rigorous as on-campus classes and deadlines are firm.

You should schedule 2-3 hours each week per every credit hour that you are enrolled in to make sure you have enough time to study the topics and complete the assignments on time.

There are 4 levels of Academic Standing:

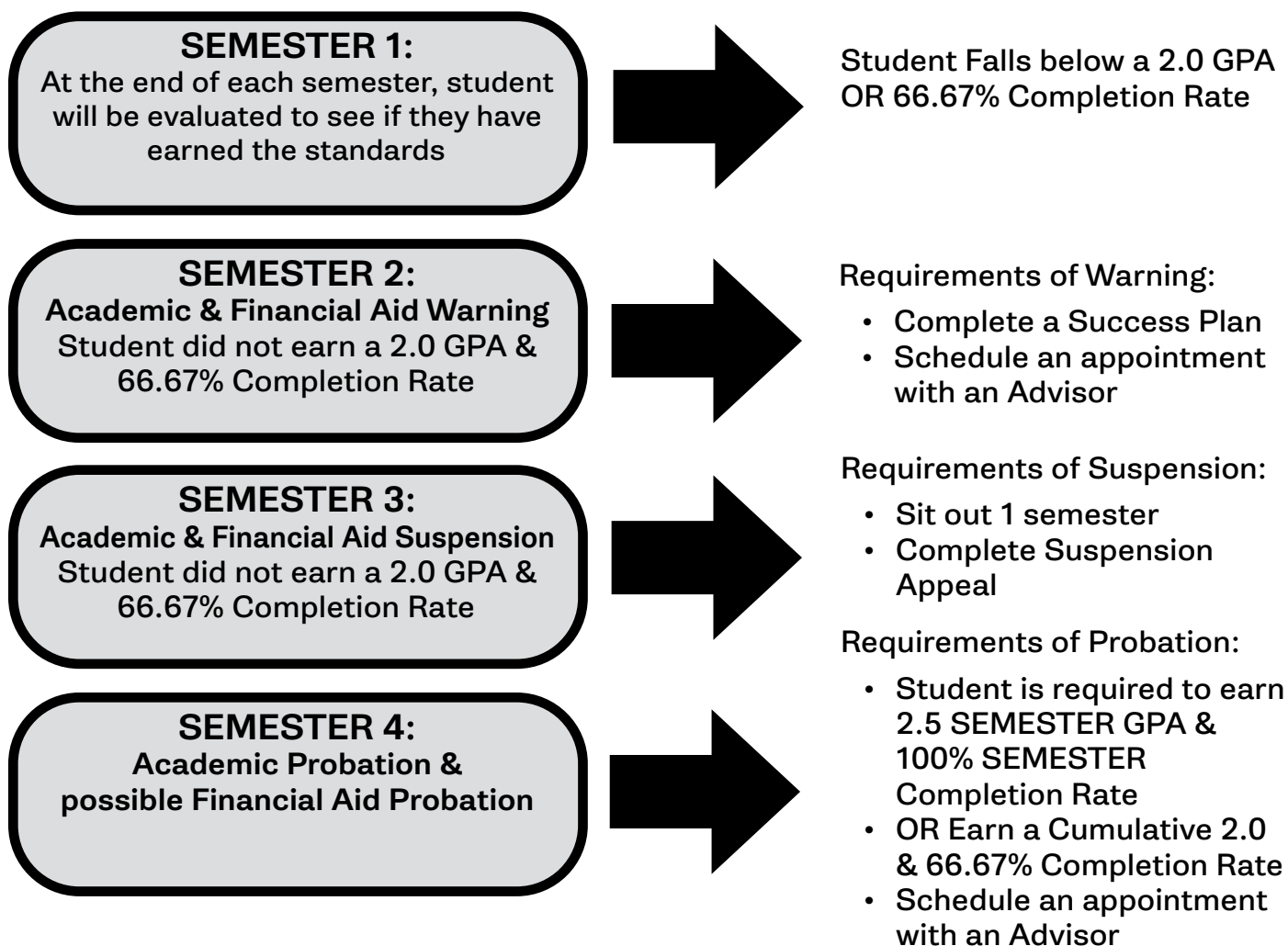**Good Academic Standing:** Minimum overall GPA of 2.0 AND 66.67% completion rate.

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.

SEMESTER 1:
At the end of each semester, student will be evaluated to see if they have earned the standards

➡️ Student Falls below a 2.0 GPA OR 66.67% Completion Rate

SEMESTER 2:
Academic & Financial Aid Warning
Student did not earn a 2.0 GPA & 66.67% Completion Rate

➡️ Requirements of Warning:
- Complete a Success Plan
- Schedule an appointment with an Advisor

SEMESTER 3:
Academic & Financial Aid Suspension
Student did not earn a 2.0 GPA & 66.67% Completion Rate

➡️ Requirements of Suspension:
- Sit out 1 semester
- Complete Suspension Appeal

Requirements of Probation:
- Student is required to earn 2.5 SEMESTER GPA & 100% SEMESTER Completion Rate
- OR Earn a Cumulative 2.0 & 66.67% Completion Rate
- Schedule an appointment with an Advisor

SEMESTER 4:
Academic Probation & possible Financial Aid Probation

➡️

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

Scholarships & Grants are awards that do not need to be repaid. They can be based on many things, like program of study, merit, and financial need.

- **Federal Pell Grant**: apply for by completing the FAFSA. Pell grants vary based on financial need.
- **Minnesota State Grant**: Minnesota residents can apply by completing the FAFSA. Amounts vary based on financial need.
- **Federal Supplemental Education Opportunity Grant**: designed for students who have exceptional financial need. Funds are limited.
- **Post-Secondary Childcare Grant**: Minnesota residents can apply for financial assistance to offset the cost of daycare to attend college.
- **SCTCC Scholarships:** The SCTCC Foundation gave out $290K+ in scholarships in 2021-22. Students can fill out just one application to be eligible for all SCTCC scholarships at **sctcc.edu/scholarships**

Minnesota North Star Promise is a scholarship program starting fall 2024. This is a tuition and fee-free higher education option for eligible Minnesota residents with a family adjusted gross income below $80,000. SCTCC is one of the institutions eligible for this program. Students need to complete the FAFSA, and SCTCC will determine eligibility. More info at **sctcc.edu/northstar**

Work Study is an on-campus job opportunity for students who meet financial need conditions. If you are awarded a work study, you may work up to 20 hours per week to earn money via a paycheck. This can be used to help pay your living expenses or to help pay tuition. Visit Career Services for available positions.

Loans need to be paid back and the most common form of financial aid.

- **Federal Direct Loans**: borrow under the Federal Subsidized Direct Loan or the Unsubsidized Direct Loan. Students need to be enrolled in a major leading to a degree. Loan limits vary per academic year.
- **Parent Loans for Undergraduate Students (PLUS)** loans can be used by parents of dependent students in need of additional funds for the education of their children.

For more information and tuition rates, please visit **sctcc.edu/tuition-aid**

The first step in receiving financial aid is to fill out the **Free Application for Federal Student Aid (FAFSA)** as soon as you can at **studentaid.gov**.

First-time and returning students should fill out the FAFSA every year. Use SCTCC school code **005534** when filling out the FAFSA.

What you'll need:

- Your Social Security Number
- Your Alien Registration Number (if you are not a U.S. citizen)
- Your income tax returns, W-2s, and other financial records for the year that's indicated on the FAFSA. *(You may be able to transfer your federal tax return information into your FAFSA 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 will also need most of the above information for your parent(s).

Minnesota Dream Act: If your immigration status doesn't allow you to complete the FAFSA, you may be eligible for state financial aid through the Minnesota Dream Act. The Minnesota Dream Act will provide certain benefits to undocumented students who meet all the following criteria:

- Attended a Minnesota high school for at least 3 years
- Graduated from a Minnesota high school or earned a GED in Minnesota
- Registered with the U.S. Selective Service (applies only to males 18 to 25 years old)
- Provide documentation to show they have applied for lawful immigration status but only if a federal process exists for a student to do so (does not include applying for Deferred Action for Childhood Arrivals - DACA). There is currently not a federal process in place, so this documentation is not currently required

Veterans Benefits

SCTCC is honored to have you as part of our learning community. We want to be here for this next phase of your journey and will do our best to help you find the options that are right for you. For assistance determining the types of benefits available as well as the process for securing those benefits, access the websites and phone number below.

- **www.gibill.va.gov**
- **www.mymilitaryeducation.org**
- VA Education Benefits: 1-888-442-4551 (1-888-GIBill-1)

Visit **sctcc.edu/veterans-aid** for more information on Veterans Benefits at SCTCC.

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**.

Prepare: Meet with an Academic Advisor
- Assist you in creating an academic plan for transferring or graduation
- Locating resources that are available to SCTCC students (inside cover!)
- Discuss SCTCC programs and transfer pathways
- Complete career assessments and research career and educational opportunities

Learn: Attend Student Success Week
- Workshops and information sessions on how to be successful at SCTCC
- Every September and February

Assistance: Visit the Career Services Center
- Get assistance finding employment
- This office is open to current SCTCC student and alumni

Next Steps: 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

Attend 4-year College Transfer Fairs held fall and spring semesters
- 20+ colleges are in attendance from the 5-state area
- Student hand-outs are available that include questions to ask representatives

| Track your Progress to Graduation	Plan your Path to Graduate on Time	Create a Schedule that Works for You
A **Degree Audit** gives you a personalized list of courses and requirements and marks them as completed, planned, or still needed.	The **Graduation Planner** uses up-to-date info, including transfer and in-progress classes, to give an estimate of when you will graduate.	The **Schedule Builder** takes classes from your grad planner to create possible class schedules for you to choose from.

MINNESOTA STATE

Your Name
College or University

Student Planner

Audits ▾   Plans   Schedules

MINNESOTA STATE

Connect to the Minnesota State Student Planner to track your progress, plan your path, and build your schedule to reach your academic goals.
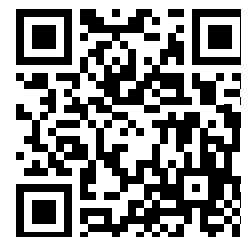
Visit
minnstate.edu/planner

CAREER SERVICES

SCTCC's Career Services is a services offered to all SCTCC students and graduates and offers several services, such as:
- Career assessments
- Help finding a job during or after college
- Review and help polishing your resume
- Practice interviewing

Career Services also hosts a Job Fair in spring with 200 employers looking to hire SCTCC grads. The 2025 Job Fair will be held March 26.

Career Exploration

Not everyone know what career is right for them, but Career Services can get you on the right path! There are four steps to take to discover the right fit for you.
1. **Assess Yourself**: Take the Focus2 assessment with work interest, personality, and values assessments.
2. **Explore Careers**: Check out what careers match your interests and what programs SCTCC offers.
3. **Create a Plan and Set Goals**: Make a short list of occupations and make a pros and cons list for each. Meet with people who work in those careers.
4. **Expand Your Skills**: Meet with your academic advisor or Career Services to plan out your next steps to reach your career goals.

MAJOR SELECTION AND CAREER DECISION MAKING STARTS HERE

All SCTCC students have access to Focus2, a career assessment tool to assist you in finding the career path for you.

The Focus2 assessment will help you match your personal interests to a career and which programs at SCTCC that will fit your goals.

sctcc.edu/career-advising

Career & Program Finder

Want a quick assessment of your interests that match with careers and SCTCC programs?

Check out the Career and Program Finder:
sctcc.edu/career-program-finder

Realistic Type
Realistic Types are people who may have athletic ability, prefer to work with objects, machines, tools, plants or animals, or like to be outdoors. Careers are hands-on, like mechanics, technicians, welders, and more.

Artistic Type
Artistic types have artistic, innovative, or intuitive abilities and like to work in unstructured situations using their imagination and creativity.

Investigative Type
Investigative types are people who like to observe, learn, investigate, analyze, evaluate, or solve problems.

Social Type
Social types like to work with people to enlighten, inform, help, train, or cure them, or they are skilled with words.

Enterprising Type
Enterprising types are those who like to work with people, influencing, persuading, leading, or managing for organizational goals or economic gain.

Conventional Type
Conventional types like to work with data, have clerical or numerical ability, carry out detailed tasks, or follow through on instructions.

Lisa Mohr
Career Services Coordinator

sctcc.edu/jobs
lisa.mohr@sctcc.edu
320-308-5486

Book an appointment with Lisa at
sctcc.edu/jobs

There are many ways to be successful during your college career. One of the more important items on that list is setting goals.

Setting goals allow you to clarify your idea or plan, focus your efforts, and use your time productively.

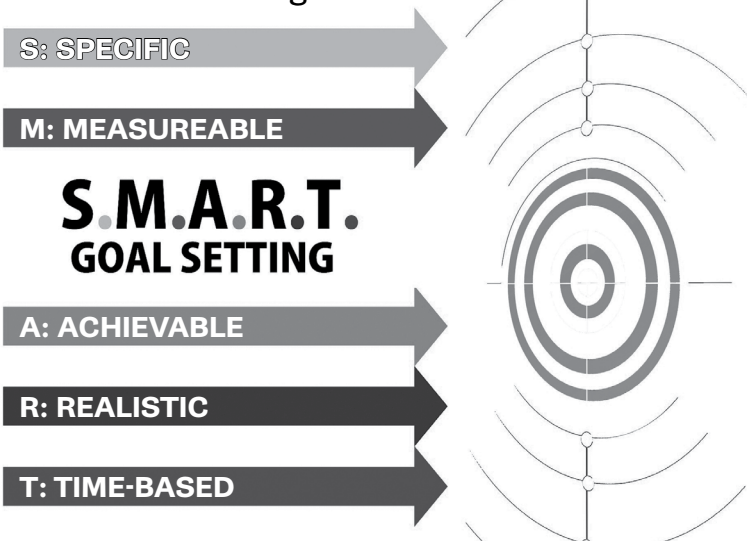There are many ways to reach your goals:

- Break your goal into **smaller tasks** or **action steps**
- Make goals with others (you don't have to go it alone - tell other people your goals and ask them to help you with **accountability** and **support**)
- Anticipate possible challenges (obstacles are a part of life)
- **Visualize** your achievement (make a vision board or other physical representation of what your goal is)
- **Reward** yourself (incentives can be a fun way of encouragement: structure your work with little rewards along the way)
- **Manage** your time (**organize** your tasks, set aside time to work, and **track** your progress)

https://success.oregonstate.edu/learning/goals
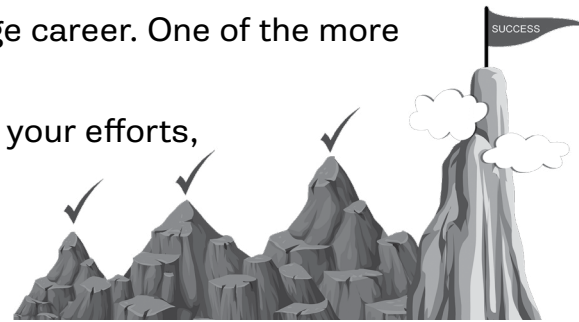
SMART Goals
What are SMART goals?

S: SPECIFIC

M: MEASUREABLE

S.M.A.R.T.
GOAL SETTING

A: ACHIEVABLE

R: REALISTIC

T: TIME-BASED

Specific means precise and detailed.

Measurable means you are able to determine or figure out that you have hit your target.

Achievable means it's not just a dream, but your goal is within reach.

Realistic means it's possible to do the task within a fixed amount of time.

**Time-based** means the goal is not open-ended, but there is a time frame

Examples of SMART Goals:
- My long-term goal is to be accepted to the Dental Assistant program by Fall 2026.
- I will meet with my advisor each semester to develop and/or review my academic plan to be prepared to register in the months of October and March for the following semesters.
- Each semester I will create and/or revise my time-management chart to balance work, college, and personal obligations.
- I will review program webpages for any updates and prepare for the application window (apply to program in December 2025 for acceptance Fall semester 2026).

All of these goals are specific, measurable, achievable, realistic, and time-based.

ORGANIZATION

Time management is one of the keys to student success. Being able to manage your time will reduce stress, increase productivity, and help prevent procrastination and the need to cram for tests!
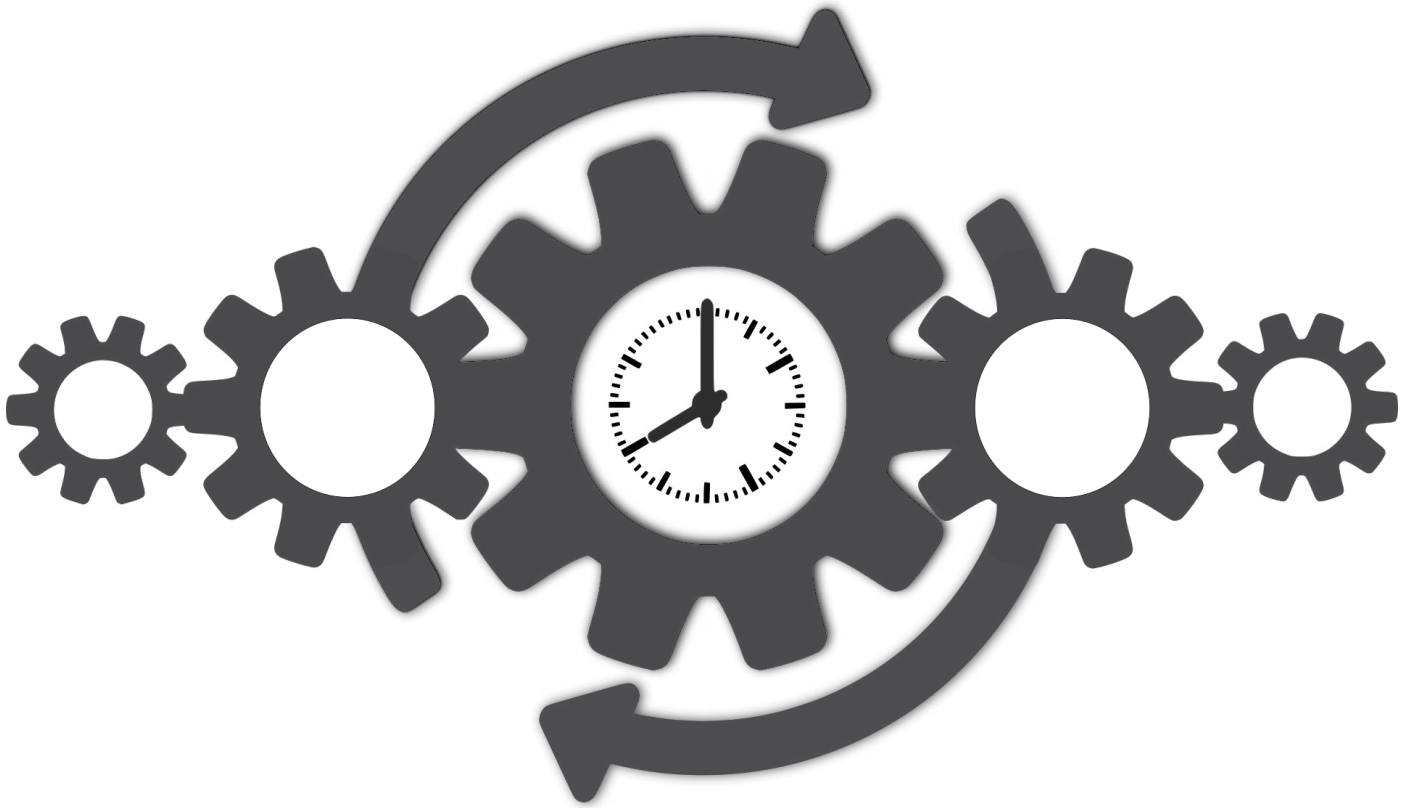
Tips to Get Organized

Write Down Priorities:
- Determine what activities must be done every week and rank them 1-10

Create a Weekly Schedule:
- Block off busy time—work, class and any other obligations you have
- Look for open times in your schedule that you can use to study

Create a Routine:
- Try to do things the same day and time every week

Don't Over-schedule:
- Set aside time to relax
- Learn to say "no"

Tips to Stay Organized

Use a Planner or Calendar:
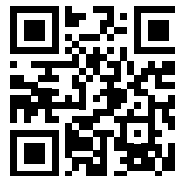- Write down important dates like events, assignment due dates and exams

Class Materials:
- Have a specific notebook and folder for every class

Plan Ahead:
- Pack your bag the night before so you don't rush in the morning
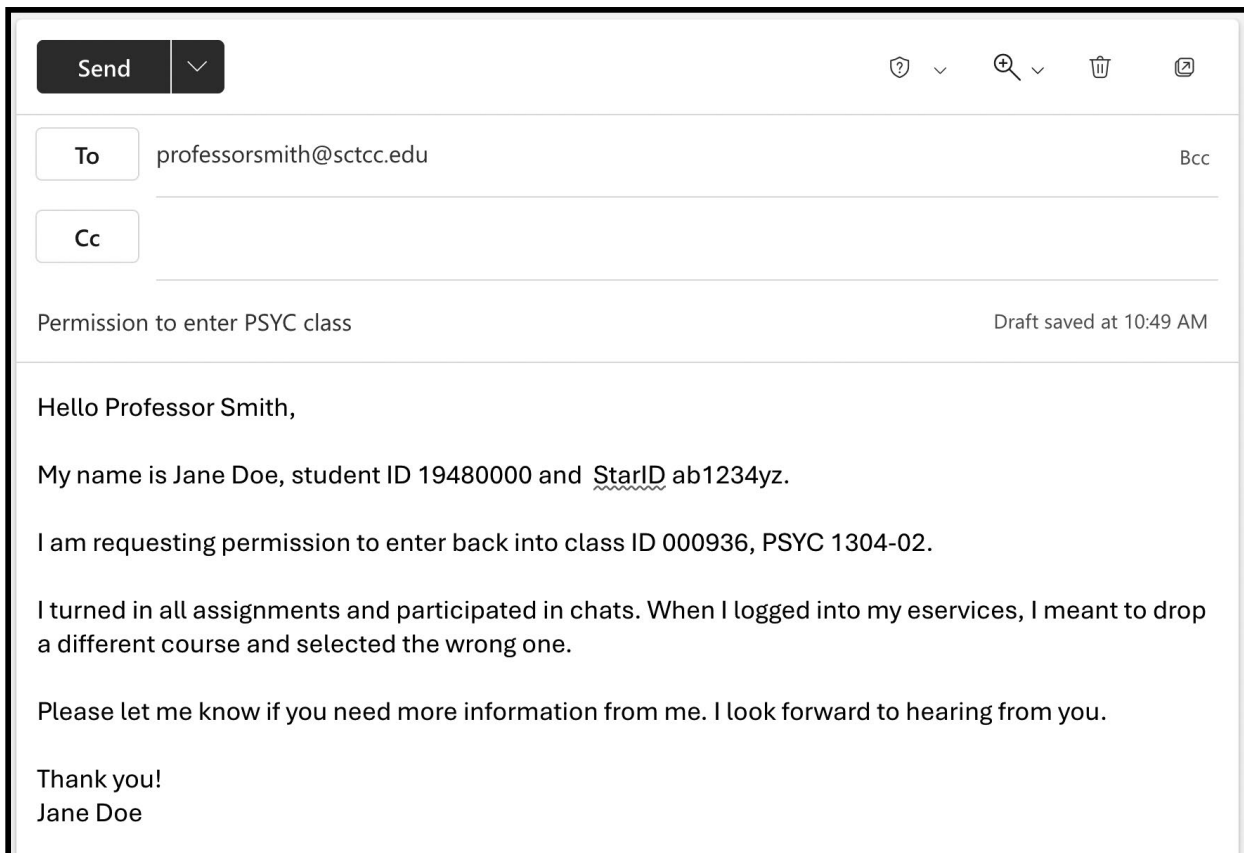- Make daily "to do" lists and revisit it at the end of the day

Visit **sctcc.edu/cas** for more success tips!

On Campus/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							

how to write emails

Send ⌄		? ⌄ ⊕ ⌄ 🗑 ↗
To	professorsmith@sctcc.edu	Bcc
Cc		

Permission to enter PSYC class   Draft saved at 10:49 AM

Hello Professor Smith,

My name is Jane Doe, student ID 19480000 and StarID ab1234yz.

I am requesting permission to enter back into class 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 wrong one.

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

Thank you!
Jane Doe

1. Use professional or your SCTCC student email
2. Proper Subject Line (not your entire message)
3. Use a greeting before you start
4. Complete content, including the class you're asking about
5. Include your name and StarID or Student ID
6. Signature
7. Check your SCTCC 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

Three Types of Study Skills

Understanding: Simply reading and re-reading your notes is not understanding. Understanding refers to contextual clarity of the topic. Make sure you understand,or comprehend what the reading is saying. If you are not understanding, make sure to reach out to your instructor or someone at the tutoring center (CAS) or **tutor.com**.

Decoding: The ability to decipher and identify unfamiliar words in your reading. Decoding refers to finding out the main objective of the reading you are doing.

Memorizing: Memorizing refers to retaining what you have learned and bringing it forward into an exam.

Things to Think About

Understand the difference of studying to take an exam vs. studying to learn the subject matter.

Are there too many distractions around you? It's a great idea to have a specified "study area" where it is quiet, no distractions of TV, streaming videos, or your phone.

How is your motivation? Realize what motivates you. Why do you want to do well in this class, on this exam, etc. Write your goals down (remember your SMART goals?)

Quick Guide for more hacks and how-to info.

SCTCC Students' Ideas for Studying (from Instagram)

makayla_timp: Tell family or friends what you're studying with the phrase "Did you know..." sometimes explaining it to someone helps the information stick better

avesofspades: Listen to video game music while you study! It is designed to help you focus!

sophie_treb4432: Making rhymes or making it sounds like a funny word

konnor_warzecha: Seek help if you're stuck while studying. [Try the CAS!]

nickservatius: As a Trio math tutor at SCTCC, I encourage practice and repetition of the problems.

kailee03: Make a Quizlet or flash cards

annerhodesterp: Draw a picture of the content

kenzyspringer: rewrite the material in your own more memorable words

kat_983: I always recommend Quizlet or creating your own study guide

casstlesaurus: Switching up the spots you study in, helps refocus and retain the information

cassie_boecker: Associate material with something to help you remember

r.matz7: Take little breaks while studying. This will prevent information overload and extra unneeded stress. Even taking a 15-minute walk outside is good! Then get back to studying and you'll be more focused. Mental breaks are key! :)

paiger505: Read and rewrite important information and take breaks.

ESERVICES HOW-TOs

ESERVICES LOGIN DIRECTIONS
1. Go to **sctcc.edu**. At the top, under **Current Students**, click on the **eServices** link
2. Login to eServices using your StarID and Password

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.

St. Cloud Technical & Community College

HOW TO DROP OR WITHDRAW FROM A COURSE
Please speak with an advisor before withdrawing from any courses.

watch a how-to video!

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 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 are 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). You must continue to check for open sections by logging into eServices to register.

fall semester

- Cyclone Experience
- Cyclone Alley & Grill n Chill
- Student Success Week
- Apply for Graduation
- Grocery BINGO
- MEA Break
- Flag Raising
- Finals Week
- Club Meetings
- Library Events
- Multicultural Center Events
- Cyclones Athletics

spring semester

- Cyclone Experience
- Cyclone Alley
- Apply for Graduation
- Student Success Week
- Grocery BINGO
- Spring Break
- Finals Week
- Commencement!
- Club Meetings
- Library Events
- Multicultural Center Events
- Cyclones Athletics

ST. CLOUD TECHNICAL & COMMUNITY COLLEGE

CYCLONES

ACADEMIC CALENDAR

Fall Semester 2024

Date	Event
August 5	Tuition due
August 21	Faculty In-Service
August 22	Assessment & Faculty Orientation Day
August 26	First day of fall semester
August 28	Last day to add classes
August 30	Last day to drop classes
September 2	Labor Day - College Closed
October 16	First half of semester ends
October 17 - 18	Break - No Classes
October 21	Second half of semester begins
November 11	Veterans Day - College Closed
November 28 - 29	Thanksgiving Holiday - College Closed
December 16 - 20	Final Exams
December 20	Last Day of Semester / Grading Day
December 23	Grades Due
December 23 -Jan10	Winter Break - No Classes
December 25	College Closed

Spring Semester 2025

Date	Event
December 20	Tuition due
January 1	New Years - College Closed
January 8	Faculty In-Service
January 9	Assessment Day
January 13	First day of spring semester
January 15	Last day to add classes
January 17	Last day to drop classes
January 20	Martin Luther King - College Closed
February 7	All College Day - No Classes
February 17	President's Day - College Closed
March 7	First half of semester ends
March 10 - 14	Spring Break
March 17	Second half of semester begins
March 26	Career Fair
May 12 - 16	Final Exams
May 16	Last day of semester/Grading
May 16	Commencement ceremony
May 19	Grades Due

Summer Semester 2025
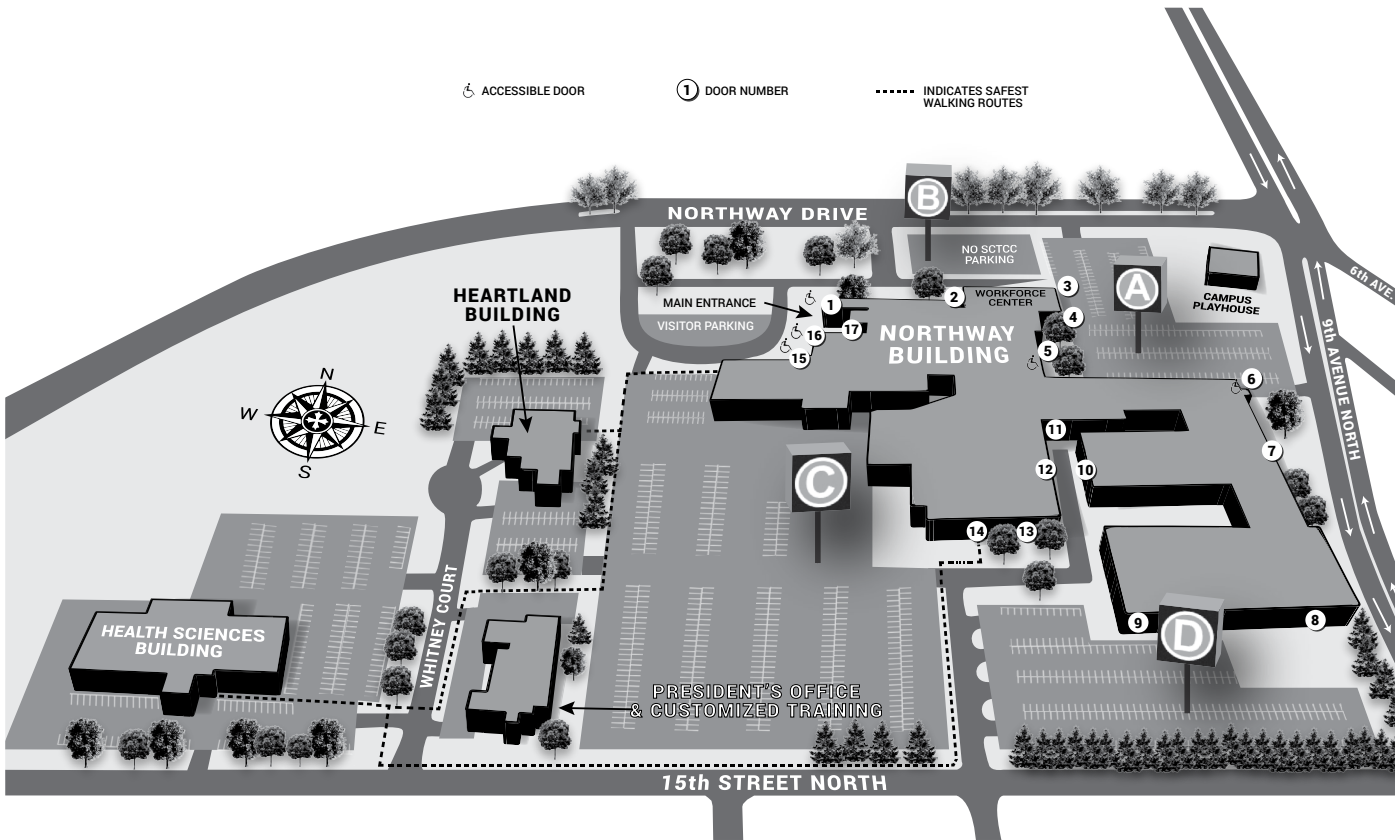
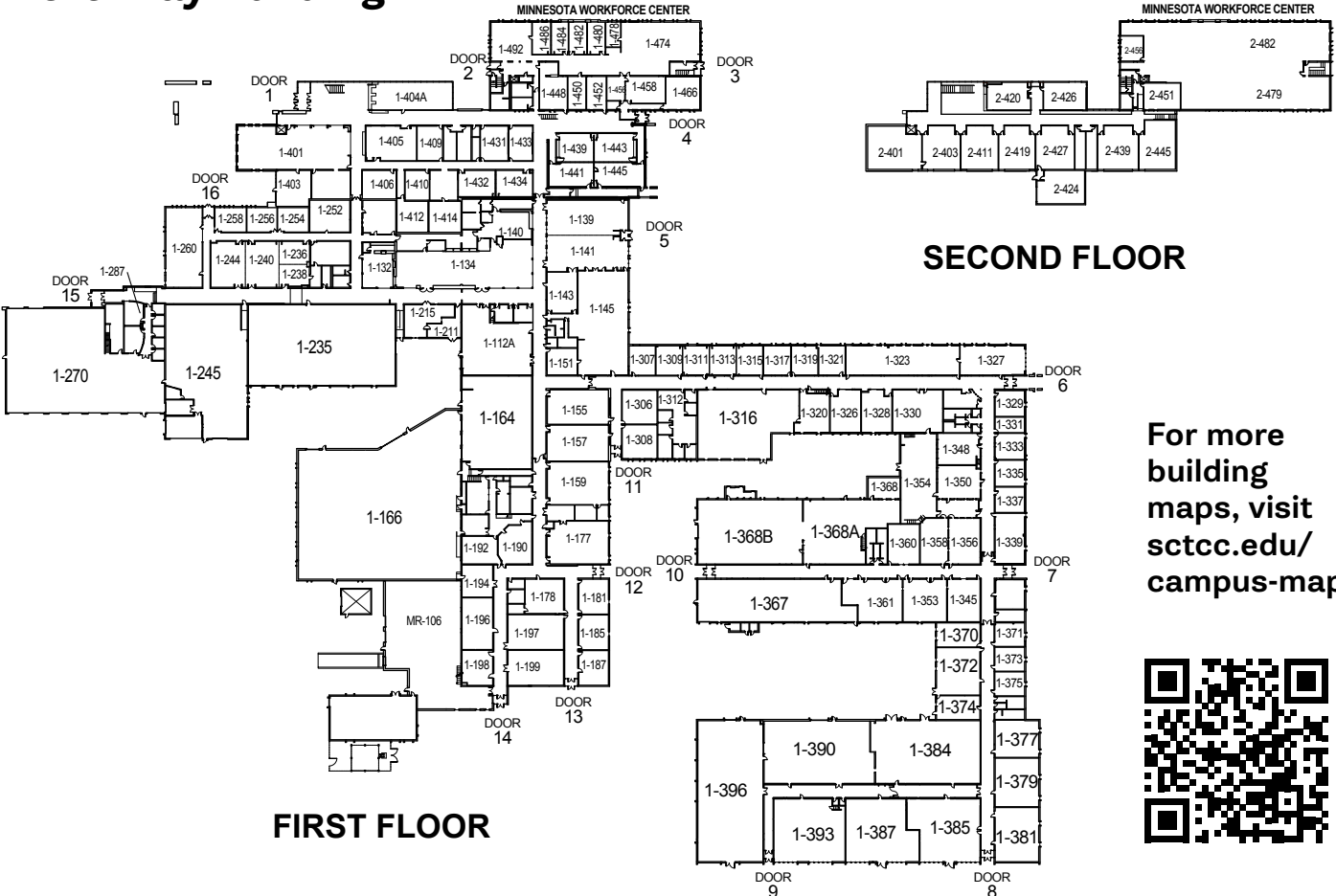| Date	Event
May 15	Tuition due date
May 27	First day of Summer Session
May 26	Memorial Day - College Closed
June 19	Juneteenth - College Closed
July 3	Last Day of Summer Session First Half
July 4	Independence Day - College Closed
July 7	First day of Summer Session Second Half
August 15	Last day of Summer Session Second Half
August 25	First day of Fall 2025

Visit sctcc.edu/calendar for all important dates and deadlines

♿ ACCESSIBLE DOOR ① DOOR NUMBER ---- INDICATES SAFEST WALKING ROUTES

NORTHWAY DRIVE

HEARTLAND BUILDING

NO SCTCC PARKING

MAIN ENTRANCE

VISITOR PARKING

WORKFORCE CENTER

CAMPUS PLAYHOUSE

NORTHWAY BUILDING

6th AVE

9th AVENUE NORTH

HEALTH SCIENCES BUILDING

WHITNEY COURT

PRESIDENT'S OFFICE & CUSTOMIZED TRAINING

15th STREET NORTH

Northway Building

MINNESOTA WORKFORCE CENTER

FIRST FLOOR

MINNESOTA WORKFORCE CENTER

SECOND FLOOR

For more building maps, visit sctcc.edu/ campus-map

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

CAS (tutoring)
A+
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

Dental Clinic
The SCTCC Dental Clinic offers low-cost preventative services.
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

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 every45 days!

Cyclones Cupboard
Stop by SCTCC's Food Pantry for groceries.
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

CYCLONES CUPBOARD

NEED FOOD?

Visit **sctcc.edu/food**

Accessibility Services

⇨ PTSD? Anxiety?

⇨ Have a disability?

⇨ Temporary disability like a broken arm or concussion?

Accessibility Services can help if you have these and more!

acc@sctcc.edu • 320-308-5064
sctcc.edu/accessibility

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

CYCLONES

VOLLEYBALL
SOFTBALL
WOMEN'S BASKETBALL
MEN'S BASKETBALL
BASEBALL

sctccathletics.com

2024 2025 advising and registration checklist

- [ ] Get registered for classes & print schedule.
- [ ] Don't get dropped for non-payment: Fill out the FAFSA, pay tuition, set up a payment plan, apply for scholarships, or set up 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 visit **sctcc.edu/bookstore** to purchase your books PRIOR to the first day of class.
  - Charge your books to your SCTCC account. View updated dates at **sctcc.edu/charge-books**
- [ ] Register your vehicle online at **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**
- [ ] Login to D2L.
- [ ] 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.

ST. CLOUD TECHNICAL & COMMUNITY COLLEGE

A member of Minnesota State

www.sctcc.edu

MINNESOTA STATE

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

get **the mobile app!**
Search SCTCC in your app store!

wi–fi password: cyclones

@SCTCC /SCTCC /videosctcc