

St. Cloud Technical and Community College

Student Handbook



2016-2017

St. Cloud Technical and Community College will attempt to meet the specifications of the Handbook. However, due to conditions beyond the control of St. Cloud Technical and Community College, it may be necessary to amend and/or delete statements appearing in this handbook without notice. The College reserves the right to modify any statement in this handbook in accordance with immediate conditions.

Fees, charges and policies are as of publication date and are subject to change.

Accessible Facility Affirmative Action/Equal Opportunity Education Employer

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Academic Calendar

Fall Semester 2016	
August 1	Fall Tuition Due
August 18	Faculty/Staff In-Service
August 22	First day of class
August 24	Last day to add classes
August 26	Last day to drop & receive full refund
September 5	Labor Day - No Classes - School Closed
October 14	First half of semester ends
October 20-21	Break - No Classes
October 26	Second half of semester begins
October 26	Advising/Student Success Day
October 27	Spring registration - Current students
November 11	Veterans Day - No Classes
November 24-25	Thanksgiving Holiday - Closed
December 16 -22	Final Exams
December 22	Last day of semester Final Grades Due
Dec. 26-Jan. 6	Winter Break - No Classes
Spring Semester 2017	
December 15	Spring Tuition Due
January 2	New Year's Day Observed – College Closed
January 5	Faculty/Staff In-Service
January 9	First day of class
January 11	Last day to add classes
January 13	Last day to drop classes and receive full refund
January 16	Martin Luther King Day - No Classes - Closed
February 10	All College Day – College Closed
February 20	President's Day - No Classes - Closed
March 3	First Half of semester ends
March 6-10	Spring Break
March 8	Staff In-Service College Closed
March 21	Advising/Student Success Day/ Job Fair
March 23	Fall Registration Begins
May 8-12	Final Exams
May 12	Last day of semester Grading Day Commencement ceremony
Summer Semester 2017	
May 1	Summer Tuition Due
May 22	First Day of May Term
May 29	Memorial Day - No Classes - School Closed
Varies	Last day to add classes Last day to drop classes & receive full refund
July 1	Last day of Summer Session
July 4	Independence Day - Closed
July 5	First day of Summer Session II
August 12	Last day of Summer Session II

Introduction

Mission Statement

St. Cloud Technical and Community College prepares students for life-long learning by providing career, technical, and transferable education.

Vision

St. Cloud Technical and Community College is the college of choice for quality career, technical and transferable education, focused on highly-skilled employment and life-long learning opportunities.

Core Values

- Student success through collaboration and cooperation
- A friendly, respectful, enthusiastic, safe & diverse environment
- Student centered from prospect through alumni
- Staff development and success
- A team oriented environment
- Relationships with industry and the community
- Quality and continuous improvement
- Innovation, creativity, and flexibility
- Contextual and technologically driven learning

College Outcomes

- Demonstrate Personal and Social Accountability
- Think Critically
- Communicate Effectively
- Understand Society & Global Perspectives
- Apply Knowledge

Equal Opportunity

St. Cloud Technical and Community College is committed to providing equal education and employment opportunities to all person regardless of race, color, creed, sex, age, religion, marital status, sexual orientation/affectional preference, national origin, mental or physical disability, status with regard to public assistance or physical disability or any other group or class against which discrimination is prohibited by State or Federal law. Further, the college will not tolerate acts of sexual harassment/assault within its area of jurisdiction. St. Cloud Technical and Community College will continue to remain in full compliance with: Title IX of the Education Amendments of 1972, Second 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the 1992 Crime Bill. Inquiries, complaints or grievances concerning the application of affirmative action, equal opportunity or Title IX at SCTCC should be referred to the affirmative action officer, Deb Holstad, located in room 1-403, or telephone (320)-308-3227, DHolstad@sctcc.edu. Inquiries about services offered under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990 should be referred to the counselor for students with disabilities, Judy Jacobson-Berg, who is located in room 1-401V or telephone (320)308-5096, (320)308-5988 (TTY), JJacobsonberg@sctcc.edu.

Accreditation

St. Cloud Technical and Community College is accredited by The Higher Learning Commission, 230 Fourth LaSalle Street, Suite 7-500, Chicago IL 60604.

Admissions

Assessment: College Readiness

See Minnesota State Policy 3.3

St. Cloud Technical and Community College requires all applicants, unless exempted, to complete a Minnesota State approved assessment of basic academic skills before registering for classes. This assessment of reading and math skills must be completed within 30 days of acceptance. Failure to take the assessment test within this time frame may result in cancellation from the student's program of choice. College Readiness Courses will be required of students earning scores below the minimum standards in reading comprehension and math. There is no charge to take the test the first time. A \$10.00 fee will be assessed for each re-test.

If an assessment test was taken at another college, check first to be sure it is a Minnesota State approved test. If so, an official copy of the test results should be sent to: SCTCC, Assessment Center, 1540 Northway Drive, St. Cloud, MN 56303, at least five weeks prior to registration.

Students who need accommodations (i.e. interpreter, reader) due to a disability or temporary disabling condition should call the above number to schedule testing. Documentation from a licensed medical practitioner will be required before accommodations can be arranged. The college and certain programs may require tests in addition to basic academic skills testing.

Exemptions

Students wishing to be exempted from testing must meet the following conditions:

- The Accuplacer Test must have been taken within three calendar years, inclusive of the current calendar year, with the provision that the mathematics scores are valid for only two calendar years, inclusive of the current calendar year.
- Successful prior postsecondary education indicating a high probability of success in the introductory college-level course for which a course placement score is required; or fulfillment of a college-level course in the area for which the course placement score is used. Students must have completed 8 or more semester credits with a grade of "C" or above from a college or university that is accredited by a nationally recognized collegiate accrediting agency. Official college or university transcripts are required to prove that an individual meets the above exemption condition.

ACT Test Results (a reading score must be within 3 years of date of application)

- An ACT score of 22 or above in math will place a student in college algebra.
- An ACT score of 21 in the reading subtest will exempt a student from testing in reading composition.
 - Reading. A student who presents a reading subject area test score of 21 or higher shall be placed in courses that designate college-level reading skills as a prerequisite.
 - Writing. A student who presents an English subject area test score of 18 or higher shall be placed in courses that designate college-level writing skills as a prerequisite.
 - Mathematics. A student who presents a mathematics subject area test score of 22 or higher shall be placed in College Algebra.

Students meeting the above exemption criteria will receive a letter exempting them from testing. They will not be exempt from taking the required courses.

Non-degree seeking students, persons interested in taking selected courses but not pursuing a certificate, degree or diploma, may be required to take basic academic skills test(s).

Ability to Benefit Policy

Persons who do not have a high school diploma or GED may take the Accuplacer Test at St. Cloud Technical and Community College to determine their ability to benefit from instruction. This policy does not restrict a student from enrolling in programs at St. Cloud Technical and Community College. Students will not be eligible for financial aid by taking the Accuplacer test for ability to benefit purposes. For more information, please contact the Admissions Office at 320-308-5089.

Appeal Procedure

Students who feel their test scores do not accurately represent their academic readiness for college may appeal the requirement of a college readiness course. To appeal a college readiness course requirement, a student must complete the appeal form available in the Admissions Office, and provide any supporting documentation (i.e., transcript, letters, test scores, etc.).

The form and the documentation must be returned to the Admissions Office. The college readiness appeals will be reviewed regularly by a committee made up of a counselor, a member of the college readiness assessment committee and the appropriate faculty or academic dean. The student will be notified in writing of the committee's decision.

Minnesota State Residency

(Minnesota State Policy 2.2 and M.S. 135A.031,sbd2.) - Residency

Students may establish eligibility for in-state tuition by demonstrating domicile in Minnesota before the beginning of any term. Students must have resided in Minnesota for at least one calendar year immediately prior to applying for in-state tuition. Residence in Minnesota must not be for educational purposes. Students must provide sufficient evidence of domicile. Resident Tuition Classification Request forms are available in the Admissions Office. Requests submitted without documentation will be returned to the student unprocessed. Students will receive a written response by mail within 30 days of their request. SCTCC does charge the same tuition rate for both resident and non-resident students. It may be to a student's benefit to establish residency for financial aid purposes.

Immunization Policy

1. A statement of immunization is required. No student may remain enrolled in St. Cloud Technical and Community College unless the student has submitted to the Admissions Office a statement that the student has received appropriate immunization against measles, rubella, mumps, and tetanus. This statement must indicate the month and year of each immunization given. Instead of submitting a form, a student may provide an immunization record maintained by their high school or health care provider.
2. Minnesota law M.S. 135.A.14 affects student born after 1956. Exemption: students who graduated from a Minnesota high school after 1997 are not required to provide documentation.
3. Statement of immunization must be received no later than the 45th day of the term. Failure to provide the form may result in cancellation from the student's program of choice.

Impact of Criminal Background

If you have been arrested, charged or convicted of any criminal offense, you should investigate the impact the arrest, charge or conviction may have on your chances of employment in the field you intend to study or your chances to obtain federal, state and other higher education financial aid.

Academic Information

College Readiness Courses

Individual programs, degrees, and certificates have established course placement recommendations or requirements based on scores earned on the basic skills (ACCUPLACER) test or other skill assessment tests such as the ACT test. Your score may indicate that you must take and complete developmental coursework prior to your admission to a major, program, or enrollment in specific classes.

The purpose of this readiness coursework is to help you gain the required skills in reading, writing, and math in order to be successful in college-level courses. All college readiness courses have a prefix number that begins with zero and are graded courses. You must earn an A, B, or C grade or retake the Accuplacer Test and earn a score that demonstrates proficiency in these skills areas before being allowed to take certain college level classes or to enroll in some programs. Students can demonstrate proficiency in these skills in several different ways, including:

- Earning the required scores on Accuplacer tests administered by the Assessment Center
- Transferring equivalent post-secondary coursework from another college or university
- Completing all college readiness courses with a grade of A, B, or C
- After participating in a college readiness course, retaking the Accuplacer Test and earning a score for placement in a college-level general education course.

College readiness courses cannot be used to fulfill program or degree graduation requirements. Additional support services are available in the Mary Stangler Center for Academic Success in room (1-112).

Academic Advising

All students will be assigned an academic advisor. Some students will be assigned to a faculty advisor from their major and other students will be assigned an advisor from the Academic Advising Center. Advisors work with students in the areas of academic planning, major exploration, transfer options, and general student concerns. Advisors and students partner to develop an educational plan that is compatible with the student's interests, abilities, and career goals. Walk-in times and scheduled appointments are available and may be scheduled online through Starfish.

Students may expect that their advisors:

- Have knowledge of the college curriculum requirements and are able to provide accurate information;
- Are informed about college policies, procedures, support services, and resources;
- Are reasonably available for consultation by having posted office hours and/or appointment times;
- Have knowledge of career opportunities and appropriate advanced educational programs in the field;
- Will refer the student to specialized institutional and community resources when necessary.

Advisors may expect that the student:

- Will make and keep appointments;
- Will be prepared for advisor appointments by giving thoughtful consideration to life/career goals, field of study, and personal interests;
- Will keep his or her advisor informed when there are changes in objectives, course selection, academic plans, or progress;
- Will maintain up-to-date personal records of academic progress and will resolve discrepancies on official grade reports and/or other college documents
- Will recognize that he or she bears the ultimate responsibility for the development and implementation of his or her academic plan of study, including meeting graduation requirements.
- Will contact his/her advisor on the following occasions: Class Selection/Registration; Adding/Withdrawing a Class; Change of Major; Satisfactory Academic Progress (Warning, Suspension or Probation); Applying for Graduation.

Advisor Assignment and Changes

Each student is assigned to an academic advisor. Students may remain assigned to the same advisor as long as they are enrolled in the same major. Either the student or the advisor may request to be reassigned by contacting the Admissions Office.

STARFISH

Starfish provides students with one central online location to schedule appointments with their success network such as faculty, the Academic Advising Center, and the Center for Academic Success. Starfish is also used as a tool to notify students of a job well done or of academic concerns. To access Starfish, login to Desire to Learn (D2L Brightspace) and click the Starfish link. For more information, please visit www.sctcc.edu/starfish-student-getting-started-guide.

DARS

DARS stands for Degree Audit Reporting System. It is a computer-based system that lists the college requirements for your program of study and helps you plan and monitor your progress by:

- identifying all the requirements needed to complete your specific program;
- indicating courses you have already completed, both at St. Cloud Technical and Community College and transfer courses, and how they pertain to your requirements; and
- specifying what you still need to complete in your program and the courses from which you may select to satisfy each requirement. The DARS report is designed to help you identify and understand your current academic requirements for degree or program completion. The DARS report is simple to read and understand once you familiarize yourself with its contents. You can access your degree audit through e-services. Click on grades and transcripts; select interactive degree audit. For assistance go to: <http://www.dars.mntransfer.org/updates/captivate/HowtoReadaDARSAudit.swf>.

Student Petition

Students may file a Student Petition if they feel they have extenuating circumstances that may have affected their ability to follow college policy or procedure in any of the following areas:

- Dropping courses during the defined drop period
- Withdrawing from the college during the defined withdrawal period
- Grading
- Graduation Requirement Adjustment

- Required Course Substitution
- Pre-requisite Equivalency
- Transfer of Credit Appeal
- Tuition Payment

Student must complete the Student Petition Form available in the Financial Services or online at <http://www.sctcc.edu/search/node/Student%20Petition%20Student%20OR%20Petition> and attach any additional documentation that supports their request. The completed form should be returned to the Financial Services. The form will be forwarded to the appropriate academic dean or the appeals committee for review. Students will be informed in writing of the decision regarding the appeal.

Procedure:

1. Student completes a Student Petition form and turns it into the Financial Services.
2. Form is forwarded to the Vice President of Finance and Facilities' Administrative Assistant for review. Those not involving financial aid or a refund are immediately referred to the appropriate dean (in the division where the faculty resides).
3. Student Petition Committee reviews appeals.
4. If the appeal involves a request to change a grade (including a "W", or other issues affecting a faculty member), the dean and faculty member must reach a mutual decision.
5. If the student wishes to appeal the decision made by the Appeals Committee, they can forward their request to the Vice President of Academic Affairs, Carolyn Olson, room C-108, or the Vice President of Administration Lori Kloos room 1-401, depending on the issue.
6. If the student wishes to appeal the ruling of the Vice President, the appeal (the written appeal and the written rebuttal) will be forwarded to the President whose decision maybe final. Some issues can be appealed to MINNESOTA STATE.

Academic Forgiveness

Students who have earned a cumulative grade point average of less than 2.0 may have the grades earned during that period of attendance forgiven. Academic forgiveness may only be granted once and is limited to St. Cloud Technical and Community College coursework. The student:

- may not be enrolled at St. Cloud Technical and Community College for at least three years prior to re-enrollment.
- must complete one term of full-time enrollment or equivalent with a grade point average of 2.0 (12 credits college level).
- must petition for academic forgiveness using the Student Petition Form.

If a student meets the criteria for academic forgiveness, the Office of Records and Registration will make the following changes to the student's academic transcript.

1. All D, FW or F grades earned in courses taken prior to the date of forgiveness will remain on the transcript, but will no longer calculate in the GPA.
2. Academic Forgiveness does not extend to financial aid. All credits and all grades attempted will be included when determining satisfactory academic progress for financial aid purposes.

Academic Standing (Satisfactory Academic Progress)

See Minnesota State Policy 2.9; procedure 2.9.1

In accordance with federal and state regulations and Minnesota State Policy 2.9, St. Cloud Technical and Community College monitors all credits for all students and applies the following minimum cumulative standards of progress beginning with the student's first attempted credit. All students must:

- Meet or exceed a cumulative earned grade point average (GPA) of 2.00 and
- Meet or exceed a cumulative earned completion percentage of 67%.

A student who does not meet this standard will at the end of the term be placed on academic and financial aid warning. A Success Plan must be completed by students on warning status. Students on warning who do not achieve a cumulative 2.0 GPA and 67% completion rate during their next term of enrollment will be suspended at the end of the term. A student on suspension is not eligible to enroll or receive financial aid.

An initial academic suspension is for a period of one regular semester (excluding summer). Any subsequent academic suspension(s) will be for one full academic year.

Notification: Students failing to maintain the academic progress standards listed above are notified in writing of warning or suspension and the process to appeal suspension status.

Maximum time frame for financial aid recipients: Students may continue to receive financial aid through 150% of the published credit length of their declared program. Example: 150% of a 60-credit AA degree equals 90 credits. Changing a major will not extend a student's maximum time frame.

Appeals: A student can appeal suspension or maximum time frame based on unusual or extenuating circumstances, including but not limited to death of a family member or student injury or illness. Documentation must be provided to support an appeal. The student is notified of the appeal results by letter.

Students with an approved suspension appeal are placed on probation and must meet the cumulative satisfactory academic progress standards (cum GPA of 2.00 and 67% credit completion) or meet or exceed the term GPA of 2.5 and the term completion rate of 100%. Probationary students failing to meet that standard will at the end of the term be suspended.

Reinstatement: A student on warning status is reinstated with academic good standing upon meeting or exceeding the minimum cumulative standards of academic progress. A suspended student may have eligibility to enroll and financial aid reinstated only after an appeal has been approved. Neither paying for one's own classes nor sitting out a period of time is sufficient in and of itself to reestablish eligibility for enrollment or financial aid.

- View the full SCTCC *Academic Standing/Satisfactory Academic Progress Policy* at https://webapps.sctcc.edu/placement/cgi-bin/success/success_plan.pl
- Visit <http://www.Minnesota State.edu/board/policy/209.html> for the full Minnesota State policy.

Academic Integrity

Academic dishonesty is considered a disciplinary offense under St. Cloud Technical and Community College's Student Code of Conduct. Academic dishonesty is defined as the submission of false academic records, cheating, plagiarism, altering, forging, or misusing a college academic record, acquiring or using test materials without faculty permission, acting alone or in cooperation with another to falsify records or to obtain dishonest grades, honors, or awards. Any acts of academic dishonesty will be subject to

disciplinary actions and could result in sanction as described in the College's Student Code of Conduct. Students are ensured due process in academic misconduct situations.

Attendance

In order to be successful, regular attendance is expected of all St. Cloud Technical and Community College students. Active participation and being present is an important indicator of student success. Students should notify the instructor when an absence is necessary, if possible before missing class. It is the student's responsibility to contact the instructor for possible assignment completion. Each faculty member determines class attendance guidelines consistent with the course objectives, and this is communicated to students in the course syllabus.

Auditing Classes

Students who wish to attend the class sessions of a course, but do not wish to receive credit, must register for an audit. Audited courses, follow the same registration procedure and the same tuition and fees apply.

Students are expected to attend classes, but the taking of tests is optional. Audited courses do not affect grade point average. Financial aid and veteran's benefits will not pay for audited courses. "Course Audit Application Forms" must be obtained from the Office of Records and Registration and returned during the free enrollment period. Students are responsible for obtaining the required signatures.

In no case may students receive credit for a course which was audited unless the course is retaken for credit.

Refunds, Drops, Withdrawals and Waivers

See Minnesota State Policy 5.12

Refunds for Dropped Classes

Degree seeking students may drop courses using e-services through the fifth day of the semester or the first business day after the course begins. The deadline for dropping courses is the fifth day of the semester. Students are obligated for any classes dropped after the fifth day of the term for full semester classes, or one business day (after the first class session) for shorter courses. Dropping a course by the deadline means the course is removed from your class schedule, you are not financially responsible, and the course does not appear on your transcript.

Withdrawing from a Course

Students withdrawing from a single course (after the drop period listed above) are not eligible for a refund and will receive a grade of "W". Students can initiate a course withdraw through 80% of the instructional days for a course. Students may withdraw from courses using e-services or a course withdrawal form can be completed in the Registration Office.

Refunds for Total withdrawal from College

Students who officially and totally withdraw from the college may be eligible for a refund as defined below. When students do not officially withdraw, they will receive the earned grade in each course for which they are registered and will be liable for all tuition and fees for those courses.

Fall and Spring Terms:

1st through 5th class day of the term 100%
6th through 10th class day of the term 75%
11th through 15th class day of the term 50%
16th through 20th class day of the term 25%
After 20th class day of the term 0

Summer:

1st through 5th class day of the term 100%
6th through 10th class day of the term 50%
After the 10th class day of the term 0

Student-initiated Class Drops

It is the student's responsibility to ensure that unwanted courses are dropped from their schedule. Students who fail to drop their courses appropriately will be obligated to pay related tuition and fees. Students should not assume that their instructors have dropped them from the class roster due to lack of attendance or for non-payment of tuition.

Instructor-initiated Class Drops

An instructor will submit names of students who fail to attend during the first five days of the semester. The academic dean's office will drop the names of students submitted by that instructor. At any time, Instructors may withdraw a student after two weeks of non-attendance.

Military Leave

See Minnesota State policy 5.12.1

Students who are members of the U.S. military reserves and who are unable to complete a semester due to having been called to active duty, shall to the extent possible, be provided the following options:

1. The student may be given a full refund of tuition. Students receiving financial aid who chose this option should be made aware that they may be liable for any required refunds of state or federal financial aid funds.
2. The student may be given a grade of incomplete in a course and complete it upon release from active duty. Course completion may be accomplished by independent study or by retaking the course without payment of tuition. Under federal financial aid policies, a course that is retaken this way may not be counted toward a student's enrollment load.
3. If, in the instructor's judgment, the student has completed sufficient course work to earn a grade of C or better, the student may be given credit for completion of the course.

Waivers

The College President may waive amounts due to St. Cloud Technical and Community College for the following reasons:

- Employee Benefit Provided by a Bargaining Agreement
- Death of a Student
- Medical Reasons
- College Error or Unsatisfactory Service
- Employment Related Conditions
- Significant Personal Circumstances
- Student Leader Stipends
- Course Conditions

A course condition exists when the location or timing of the course results in the student not being able to use the services intended by a fee. Students will be required to provide documentation with any waiver request.

Advanced Standing

Advanced standing means course credits granted on the basis of proficiency. If the source is college coursework, the transfer of credit procedure is followed. The following sources may also be approved for use to fulfill diploma/degree requirements:

- Prior Learning Assessment
- Test-Out Credit/Challenge Examination
- Advanced Placement Examinations
- CLEP-College Level Evaluation Program
- IB-International Baccalaureate
- Articulated College Credit
- Other American Connection Education (ACE) approved prior learning

Course by Arrangement

In extreme cases of schedule conflict or unusual course demand, students may take courses by arrangement, with the approval of the Academic Dean. Students may not take previously failed courses by arrangement.

Credit by Exam (Test-Out)

Test-outs may be written, oral, performance based, an interview or any combination of these. Academic advisors can supply additional information about course requirements and specific tests. The cost for test-out is determined annually and is published on the test-out form. The fees must be paid in the Financial Services prior to the exam. The exam fees will not be refunded for students failing to demonstrate the necessary competency. Credit awarded for college level learning shall be noted in the official student transcript with a grade of "CR". Test-outs are not allowed if the course has previously been taken for credit or if the student is currently enrolled in the course. Students must be an admitted student (not visiting) at St. Cloud Technical and Community College.

Credit for Military Training

St. Cloud Technical and Community College awards credit for applicable military training, coursework and occupational specialties. Students with military service are encouraged to provide a copy of their Joint Military Transcript for review maximize the credits awarded for college-level learning through military experience and other prior learning options (CLEP, DANTES, etc.).

St. Cloud Technical and Community College participates in the Minnesota State College and Universities "Veterans Education Transfer System (VETS)" to provide assistance to past, present and future servicemen and servicewomen determine how their military training can count for credit at SCTCC or other Minnesota State institutions.

Credit for Prior Experiential Learning Based on Life/Work Experience

St. Cloud Technical and Community College enrolled students may apply to obtain course credit based on previous relevant life/work learning experience. The learning experience shall be from employment or workshop learning, recent and relevant, and of satisfactory performance. Students must demonstrate college level learning through a portfolio process. Requirements include:

a. Hour/Credit Ratio

College credit granted shall not be based on hours of experience but on relevant college level learning attained. Learning must meet standards as set by course outline.

b. Maximum Number of Credits Granted

The maximum number of credits awarded for prior learning will typically be one third or less of the number required for the student's major program.

c. Recency

The life/work experiences must have taken place within 5 years prior to the request date.

d. Self-Employment/Volunteer Work

Students may submit self-employment and/or volunteer experience for consideration. The department academic dean and or faculty evaluator will establish individual criteria for evaluating such experience on a case-by-case basis. A life learning paper may be required as part of the portfolio.

e. Grade

Credit awarded for college level learning shall be noted on the official student transcript with a grade of "CR".

Procedure

a. A portfolio which may consist of:

- A completed credit for experiential prior learning based on Life/Work experience.
- Student transcript and current semester schedule.
- Student narrative explaining how prior learning meets standards as set by course outline.
- Course outline for all courses for which credit is being requested - outlines can be obtained from the academic dean's office.
- Seminar/workshop content outlines and completion certificates.
- Relevant work samples, letters of recommendation, licenses
- Life learning paper.
- Performance of competency

b. Obtain Signature of Academic Dean and Registrar

c. Pay non-refundable fee of \$30/lecture credit, \$60/lab credit for each course for which credit is being requested.

d. Submit to the Office of Records and Registration.

e. The registrar will forward portfolio to a faculty member trained in prior learning assessment. The student will receive a written response within thirty days.

f. Appeals may be forwarded to the Vice President of Academic Affairs. Appeals will be answered in writing within two weeks.

g. The Office of Records and Registration will permanently retain all documents used to verify the credit award for experiential learning.

Forms

Request for credit for Prior Experience forms are available in the Office of Records and Registratio

Credit Load

Students registered for at least 12 credits are considered full-time students.
Students registered for 9-11 credits are considered three-quarter time students.
Students registered for 6-8 credits are considered half-time students.

The recommended normal load is 16 credits per semester. The maximum allowable load without special permission is 20 credits. Students who wish to enroll for more than the established maximum must secure permission from their academic advisors. Students wishing to enroll for more than 25 credits must secure permission from the appropriate academic dean and academic advisor.

Students are classified according to course credits earned:

Freshmen = 0 to 30,

Sophomore = 31 and more credits.

Declaration of a Major

To assist with educational planning, students should declare a major upon completion of 16 semester credits of coursework as a resident student. Forms to declare a major may be obtained from the Admissions Office. Upon declaring a major, students will be assigned an academic advisor from their program.

Grading System

The achievement of students is recorded using the following system:

A = Superior

B = Very Good

C = Average

D = Passing

F = Failing

FN=Failure due to non-attendance

FW=Failure due to unofficial withdrawal

I = Incomplete

IP = In Progress

NC = No Credit

P = Passing

W = Withdraw

CR = Credit by Examination

AU = Audit

A "W" grade indicates withdrawal. This can be completed through 80% of the instructional days of the course. The "CR", credit by examination, is granted to students with advanced standing, test-out, credit for prior learning, or credit by examination. A student may request a change from FW to W prior to the 80% completion date.

Grade Changes

Grade changes on all courses must be completed by the end of the following term and approved by the Division Dean. Grade changes on all courses must be submitted to Records and Registration via faculty e-services. Records and Registration will obtain approval of the appropriate academic dean.

Repetition of Courses

A student who receives a grade of D or F in courses may repeat these courses in an effort to improve their grades. The highest grade earned will be used in calculating the student's grade point average (GPA). Repeating a course more than once will result in the removal of only one previous grade from the GPA calculation. If a student repeats a course in which a grade of C or better was originally earned, the last grade earned will be calculated in the grade point average. Regardless of the grade earned, students may only repeat a course two times. All course attempts will remain on the student's permanent academic record.

Please note: Some majors may have more restrictive policies for repetition of courses. Students may repeat courses at their own discretion. However, Financial Aid or Veteran's Assistance funding may not be available if the repeated course had already been completed satisfactorily.

Grades of Incomplete

Students who are doing satisfactory work in a course, but cannot complete all requirements, may receive an incomplete "I". An incomplete is given for reasons such as serious illness or family illness. Documentation may be required. Incomplete grades are assigned at the discretion of the course instructor only after the midpoint of the course. The course instructor and the student will develop a contract outlining the remaining work to be done. A signed copy of this contract will be kept on file in the academic division. Students must complete the course requirements within one semester. Incomplete spring semester coursework must be completed by the end of the following fall semester. Incomplete grades that are not changed by the end of the following semester will be changed to "F" for failure. Grade changes on all courses must be approved by the appropriate academic dean.

Grade Point Average (GPA)

GPA is determined by adding all grade points earned and dividing by the sum of all credits attempted in courses where letter grades of A, B, C, D, F, or FW were received. GPA is computed on a semester and cumulative basis. A semester example is shown below

Grade	Points		Credits		Total Grade Points
A=	4	x	3	=	12
B=	3	x	4	=	12
C=	2	x	4	=	8
D=	1	x	3	=	3
F=	0	x	1	=	0
Total			15	=	35
			35		
	GPA		divided	=	
	Equals		by 15		2.33

Graduation Requirements

The college Graduation Requirements Policy governs the awarding of certificates, diplomas and degrees and is based in part on *Minnesota State policy 3.17 Degrees, Diplomas, and Certificates*. Students seeking to graduate from St. Cloud Technical and Community College must:

- Satisfactorily complete the required curriculum (Students who have re-entered the college after an absence of a full academic year will be required to meet the requirements of the catalog in force at the time of their re-entry).
- Earn at least 15 or 1/3 of the technical credits (whichever is less) at St. Cloud Technical and Community College if they are diploma or certificate students. Students must earn 20 or more technical credits at St. Cloud Technical and Community College for AAS or AS degrees. Students must earn 20 or more of the required credits at St. Cloud Technical and Community College for an AA degree.
- Maintain a minimum cumulative grade point average of 2.0 or higher (some programs require a higher GPA for graduation). All health majors must earn a grade of C or better in each required course.
- Satisfy all general and specific requirements of the college including fulfillment of all financial obligations

Graduation Procedure

- Complete an Application for Graduation Form at least one (1) term prior to the anticipated date of graduation. Forms are available in the Office of Records and Registration.
- Petition exemptions to technical program graduation requirements by officially requesting course substitution using an Academic Policy Appeal form. Forms are available in the Office of Records and Registration.
- Participate in exit counseling if they are student loan recipients.

Health Major Satisfactory Progress

All health majors must earn a grade of “C” or better in all required courses. Carefully review the program handbook specific requirements.

Internships, Practicums and Clinicals

Many majors include the opportunity for students to participate in off-campus practical work experiences. In some cases these work experiences are required. The college may assist the student in finding an initial placement site. The college is not responsible for finding alternative off-campus work experience placement if the student's initial placement is terminated. Work experience includes internships, practicums, supervised occupational experience, clinicals, and other off-site work experiences.

Laptop Purchase

Certain programs, as specified in the catalog, will require students to purchase laptop computers. This policy is to ensure that every student will have access to a laptop computer and necessary software for use in class and outside of the classroom. The laptop program has resulted in greater student technical competence.

Computer Appeals

Students not wishing to purchase the SCTCC recommended computer configuration should complete an appeal form. The purpose of the appeal is to inform students of the specifications needed. Appeals must

be submitted at least one week prior to the start of the semester. All necessary information contained in the appeals checklist must be completed. Appeals Process for Laptop Computer Purchase:

- Obtain appeals form and specifications checklist from a program instructor or division administrative assistant.
- Complete form by answering all questions. Return appeals form to Division Dean's Office.

Academic Progress

Student academic progress is monitored closely by classroom instructors and academic advisors. Student progress and success are reflected in classroom attendance, completion of assignments, and involvement in classroom activities, test scores, and grades. Students will be notified and encouraged to take advantage of study groups, tutoring, or other support services as needed. Mid-term test and grades may also be administered in classes to assess student progress. These mid-term grades are not a part of a student's permanent record, but will be used for academic advising purposes. It is also a student's responsibility to stay informed of their own academic progress and to seek assistance from instructors and other college support staff.

Prerequisites

Students who fail the first course of a sequence cannot take the following courses in that sequence until a passing grade is obtained. Prerequisites for a course must be met before the course is taken unless permission to omit the prerequisite is obtained from the instructor and academic dean. Prerequisites may be met either by completing the required course or by achieving satisfactory scores on the Accuplacer test, or by passing an appropriate challenge examination, or by obtaining Credit for Prior Learning. Check with the Office of Records and Registration or with an advisor for information about testing-out (see *Credit by Exam* or *Advanced Standing* or *Credit for Prior Learning*).

Service Learning

Service Learning is a type of learning that engages students in service within the community as an integrated part of a course. Effective service learning involves students in course-relevant activities in partnership with a community organization. It also provides structured opportunities for students to a) reflect on their service experience; b) gain a better understanding of course content and understand community issues and responsibilities.

Transfer Information

See Minnesota State Policy 3.21

The Minnesota Transfer Curriculum is the means by which students transfer their complete lower division general education at one public college or university to meet lower division general/liberal education requirements at any public college or university in Minnesota. The transfer curriculum commits all public colleges and universities in the state of Minnesota to a broad educational foundation that integrates a body of knowledge and skills with study of contemporary concerns—all essential to meeting individuals' social, personal, and career challenges. The competencies people need to participate successfully in this complex and changing world are identified by areas of emphasis.

For a list of courses included in the Minnesota Transfer Curriculum that are offered at St. Cloud Technical and Community College, please go to the following website: www.sctcc.edu/mntc or click on Programs and Majors, from the SCTCC Home Page at www.sctcc.edu.

SCTCC students are encouraged to complete the AA degree before transferring. Completion of an AA degree with a 2.5 GPA offers a greater potential for success when transferring.

Preparing for Transfer

Students currently enrolled in a college or university should call or visit the intended transfer college and obtain the following materials and information:

- college catalog
- transfer brochure
- information on admissions criteria and on materials required for admission; e.g. portfolio, transcripts, test scores. Note that some majors have limited enrollments or their own special requirements, such as a higher grade point average
- information on financial aid; how to apply and by what date
on campus sessions with other colleges/universities

After reviewing these materials, the student should make an appointment to talk with an advisor or counselor at the college or program he or she wants to enter. The student should be sure to ask about course transfer and admission criteria. If not currently enrolled in a college or university, the student should begin by meeting with a transfer specialist or an admissions officer at the intended transfer college to plan the necessary steps.

Understanding How Transfer of Credit Works

- The receiving college or university decides which credits transfer and whether those credits meet its degree requirements.
- Institutions accept credits from courses and programs like those they offer. They look for similarity in course goals, content, and level. Not everything that transfers will apply toward graduation. Baccalaureate degree programs usually count credits in three categories: general education, major/minor courses and prerequisites, and electives. The key question is, “Will your credits fulfill requirements of the degree or program you choose?”
- If a student changes career goal or major, it might not be possible to complete all degree requirements within the usual number of graduation credits.

Applying for Transfer admission

- Application for admission is always the first step in transferring. The student should fill out the application as early as possible prior to the deadline.
- The student should request that an official transcript be sent from every institution attended. A high school transcript or GED test scores might be required as well.
- The student should recheck to be certain the college or university has received all the necessary paperwork. Most colleges make no decisions until all required documents are in the student’s file.
- If the student has heard nothing from the intended college of transfer after one month, he or she should call to check on the status of the application.
- After the college notifies the student that he or she has been accepted for admission, transcript of credits will be evaluated for transfer.
- A written evaluation should tell which courses transfer and which do not. How courses specifically meet degree requirements may not be decided until the student has arrived for orientation or has chosen a major.

- Students with questions about their evaluation should call the Office of Records and Registration and ask why judgments were made about specific courses. Many concerns can be cleared up if students understand why decisions were made. If the student is not satisfied, he or she can appeal.

Transfer Appeal Process

If a student is not satisfied with the outcome of the above Transfer of Credit process, the appeal process is as follows:

1. Meet with the Registrar to provide clarification of the transfer. The clarification process involves faculty input and evaluation of the course description. The Registrar may require the student to produce a copy of course syllabi, and may do additional research on the course in question. The Registrar may or may not transfer additional classes after this meeting. If the student is not satisfied with the end result of this meeting, they may proceed to the next step.
2. Submit a written appeal to the Vice President of Student Services regarding the result of the transfer. The Vice President of Student Services will examine what courses have been completed and determine if any further action is necessary.
3. If a student is not satisfied with the college transfer appeal decision, the student may submit a request to the Minnesota State Senior Vice Chancellor of Academic and Student Affairs for a system level appeal of the college transfer appeal decision.

St. Cloud Technical and Community College Transfer of Credit Guidelines

Accreditation: SCTCC will consider for transfer those courses taken from colleges and universities that are accredited by regional or national accrediting agencies.

Age of Credits: Transfer of technical courses shall be allowed for courses that have been completed within the last 5 years (may be extended if an academic award was received and the student is working in the field). Specific or required math and science courses have a 10-year age limit. General studies and general education courses in the liberal arts have no age limit.

Course Content: Courses approved for transfer must match at least 75% of the content and goals of the course syllabus for which the student is seeking transfer. Content and goals from several courses can be combined to reach the 75% match.

Grade Point Average: Grades earned at other institutions shall not be used in computing the GPA at St. Cloud Technical and Community College.

Grade Requirements: Courses for which students receive a grade of “C” or higher shall be considered for transfer. Courses with a grade of “D” that are assigned to a goal area of the Minnesota Transfer Curriculum will also transfer but may not satisfy major or program requirements. Grades of A-D will be included in the MnTC GPA calculation.

Number of Credits: The number of credits granted shall not exceed the number of credits awarded by the sending institution.

Semester Conversion: The following formula is used to calculate the conversion: 3 quarter hours become 2 semester hours and 4 quarter hours become 2.67 semester hours ($4 \times .667 = 2.668$).

Residency Requirements: Students must earn at least 15 or 1/3 of the technical credits (whichever is less) at St. Cloud Technical and Community College if they are diploma or certificate students. Students must earn 20 or more of the required technical credits at St. Cloud Technical and Community College for an AAS or AS degrees. Students must earn 20 or more of the required credits at St. Cloud Technical and Community College for an AA degree.

FINANCIAL AID

The student and his/her family have the primary responsibility to pay for a student's education. Financial Aid is intended to supplement the difference between the cost of education and the expected family contribution. Several financial aid programs are available to help you meet your educational expenses. The Financial Aid Office can help you determine the financial aid programs for which you are eligible.

A student must be admitted to a program at St. Cloud Technical and Community College (SCTCC) that leads toward a degree or other recognized diploma. The Financial Aid Office determines your eligibility by applying federal and state guidelines.

For additional information, contact the Financial Services Office at (320) 308-5961 OR 1-800-222-1009, option 4.

Steps to Receive Financial Aid

Apply for admission to an eligible program at St. Cloud Technical and Community College. Only students accepted into an eligible program are eligible for financial aid.

- You will need a FSA ID to electronically sign your federal financial aid application. To apply for a FSA ID, go to www.fsaidth.gov. Parents may also apply for a FSA ID.
- Complete the Free Application for Federal Student Aid (FAFSA). You can complete the FAFSA on-line at www.fafsa.gov. The college code for SCTCC is 005534. It takes approximately two weeks to process the on-line application.
- After all documentation is received by SCTCC, you will be sent an award notification. Your notification will include the grants and student loan eligibility for which you qualify.
- Separate applications are required for student loans, work study, and the child care grant program. Your award notification will direct you when and where to apply for those funds.

Disbursement

Financial aid, including scholarships, grants, and loans, disburse 14 days after the start of each semester (unless an alternate date is published). At that point, financial aid first pays off all tuition and fees the student owes the college, then if there are funds left over, students have the option to receive their excess financial aid via direct deposit or check. Checks will be mailed to student's address. Most financial aid awards split evenly between fall and spring semester. The exception is work study earnings, which are paid to the student worker **every two weeks**.

Financial Aid will only be paid for courses actually attended. If a student registers for a course, then drops the course during the college add/drop period or before the course obligation date, financial aid must be returned for that dropped course.

In order to qualify for a MN State Grant, the student's Free Application for Federal Student Aid (FAFSA) must be received by the Federal Processor no later than 30 days after the start of the term. Students whose FAFSAs are received by the Federal Processor after that date will be ineligible for MN State Grants for that term.

Financial Aid Definitions

Financial Aid

Financial Aid is money that is available to help students finance the cost of an education. Financial aid comes in the form of grants and scholarships (money that you do not have to pay back), loans (money that you must pay back), and college work-study (money you earn through employment).

Award Year

The award year for SCTCC starts with the Fall Semester, followed by Spring Semester and Summer terms. Summer is awarded separately from the Fall and Spring semesters.

Cost of Education

The cost of education includes tuition, fees, a room and board allowance, books, supplies, a transportation allowance, and a personal expense allowance.

Expected Family Contribution

An amount, determined by a formula called Federal Methodology, indicates how much of your resources and your family's resources should be available to help pay for school. The Expected Family Contribution (EFC) is used in determining your eligibility for federal and state financial aid. If you have unusual expenses that may affect your ability to pay for school, be sure to notify your financial aid administrator.

FAFSA

The FAFSA is the Free Application for Federal Student Aid. This is the form that starts the application process for all types of financial aid: grants, loans, or college work-study. This form needs to be completed for every award year.

Financial Need

Financial need is the difference between the cost of education and the expected family contribution calculated by the Federal Processing Center.

Sources of Financial Aid

Federal Pell Grant: Undergraduate students may apply for the Federal Pell grant by completing the Free Application for Federal Student Aid (FAFSA).

Minnesota Grant: This is a grant for Minnesota residents who are attending an accredited post-secondary institution.

Federal Supplemental Educational Opportunity Grant (FSEOG): This federal program is designed for students who have exceptional financial need.

Post Secondary Child Care Grant: This is a grant for Minnesota residents to help offset the cost of daycare to attend college.

SCTCC Foundation: The SCTCC Foundation awards various scholarships to students. Go to <http://www.sctcc.edu/scholarships/awards/> to apply for any scholarships and new upcoming deadlines.

Miscellaneous Scholarships: A scholarship is money that does not need to be repaid. Scholarships are made possible through the generosity of private parties. A list of various scholarship resources can be found at <http://www.sctcc.edu/external-scholarships>.

Work-Study: Work-Study is a need based employment through the Financial Services Office. These programs employ students both on and off campus. Pay is determined in accordance with the minimum wage laws. These programs provide for up to 20 hours of employment per week. Total work-study earnings are limited and based on need as determined by the FAFSA Application. Students may participate in the work study programs if they meet eligibility requirements.

Federal Direct Student Loans

Subsidized: A federally subsidized, low-interest student loan awarded on the basis of financial need. The federal government does not charge interest on subsidized loans while borrowers are enrolled at an eligible school at least half time, during the six-month grace period, or during authorized periods of deferment.

Unsubsidized Loan: A low-interest loan for students who do not meet the financial-need criteria for a subsidized loan. The borrower is responsible for all interest charges on the loan.

PLUS: An education loan which parents can borrow on behalf of their dependent children.

Other Sources of Financial Assistance

Several government and private agencies provide financial assistance to eligible students. Contact the local office of any of the following agencies for consideration. The agency determines who is eligible for assistance.

- Division of Rehabilitation Services (DRS/DVR)
- Minnesota Indian Scholarship Program
- Veteran Benefits & Veteran Orphan Benefits (VA)
- Minnesota Migrant Counsel (MMC)
- Services for the Blind (SSB)
- Private Scholarships – check with your high school counselor or the public library
- SCTCC Foundation Scholarships

Special Tax Credits

Students may be eligible to claim either the American Opportunity Scholarship Tax Credit or the Lifelong Learning Tax Credit. We recommend that you consult with your own tax professional to see if you qualify for special tax credits. Information is also available at www.irs.gov.

Enrollment Status

For Federal Aid Full Time = 12 or more credits; 3/4 Time = 9 – 11 credits; 1/2 Time = 6 – 8 credits; Less than 1/2 time = 1 – 5 credits. The Minnesota State Grant Program requires 15 credits to be a full time student. Enrollment is determined at the end of the drop/add period. Twelve credits is considered full-time for all other types of aid. Federal Direct Student Loan programs require a minimum of 6 credits.

Notification Process

Once the steps to receive financial aid have been completed, the college will notify the student if any additional information is required. After all required information is received; the college will send an award notification to the student. The award notification will list the aid being offered. Students attending during the summer term will receive a separate award notification for the term after registering for summer classes. See the Financial Services Office to determine summer aid eligibility.

How Financial Aid Gets Paid

All financial aid is divided into term amounts, except work study earnings which are paid to the student worker every two weeks. Tuition may be paid with grants and loans. The fee statement will show if financial aid has been credited against tuition.

Federal and State Financial Aid will first be applied to student tuition. Money remaining after tuition is paid will be disbursed to students beginning the 14th day of the term.

Post Secondary Child Care Grant funds will be paid to the student. The student then uses these funds to pay his/her daycare provider.

Satisfactory Academic Progress (SAP)

See Minnesota State Policy 2.9; procedure 2.9.1

In accordance with federal and state regulations and Minnesota State Policy 2.9, St. Cloud Technical and Community College monitors all credits for all students and applies the following minimum cumulative standards of progress beginning with the student's first attempted credit. All students must:

- Meet or exceed a cumulative earned grade point average (GPA) of 2.00 and
- Meet or exceed a cumulative earned percentage of 67%

A student who does not meet this standard will at the end of the term be placed on academic and financial aid warning. A success plan must be completed by students on warning status. Students on warning who do not achieve a cumulative 2.0 GPA and 67% completion rate during their next term of enrollment will be suspended at the end of the term. A student on suspension is not eligible to enroll or receive financial aid.

An initial academic suspension is for a period of one regular semester (excluding summer). Any subsequent academic suspension(s) will be for one full academic year.

Notification: Students failing to maintain the academic progress standards listed above are notified in writing of warning or suspension and the process to appeal suspension status.

Maximum time frame for financial aid recipients: Students may continue to receive financial aid through 150% of the published credit length of their declared program. Example: 150% of a 60-credit AA degree equals 90 credits. Changing a major will not extend a student’s maximum time frame.

Appeals: A student can appeal suspension or maximum time frame based on unusual or extenuating circumstances, including but not limited to death of a family member or student injury or illness. Documentation must be provided to support an appeal. The student is notified of the appeal results by letter.

Students with an approved suspension appeal are placed on probation and must meet the cumulative satisfactory academic progress standards (cum GPA of 2.00 and 67% credit completion) or meet or exceed the term GPA of 2.5 and the term completion rate of 100%. Probationary students failing to meet that standard will, at the end of the term, be suspended.

Reinstatement: A student on warning status is reinstated with academic good standing upon meeting or exceeding the minimum cumulative standards of academic progress. A suspended student may have eligibility to enroll and financial aid reinstated only after an appeal has been approved. Neither paying for one’s own classes nor sitting out a period of time is sufficient in and of itself to reestablish eligibility for enrollment or financial aid.

- View the full SCTCC *Academic Standing/Satisfactory Academic Progress Policy* [here](#).
- Visit <http://www.Minnesota State.edu/board/policy/209.html> for the full Minnesota State policy.
- [Academic Standing/Satisfactory Academic Standing Appeal Form](#)

Policy For Complete Withdraw

If you ever consider withdrawing from ALL of your classes, please be aware of the following: Federal regulations require repayment of federal aid based on a pro-ration of days of attendance. The regulations will financially impact any aid recipient if he/she withdraws from college prior to the 60% point in a semester. A student who withdraws during the first 60% of a semester will owe tuition and fees according to the institutional policy for the days attended, and the student may have to repay a portion of the federal aid he/she received. The following chart outlines the regulations:

<u>Calendar day in semester</u>	<u>% of tuition and fees charged</u>	<u>% of aid to be kept</u>	<u>% of aid Returned</u>
7th	0%	6%	94%
14th	25%	11%	89%
21st	50%	17%	83%
28th	75%	23%	77%
35th	100%	29%	71%
42nd	100%	34%	66%
49th	100%	40%	60%

56th	100%	46%	54%
63rd	100%	52%	48%
70th	100%	57%	43%
74th+	100%	100%	0%

Federal regulations specify that the college must use the date the student inquires about withdrawing as the official withdrawal date. For example, if the student inquires about withdrawing on Monday and says that he/she will withdraw on Friday, Monday is the official withdrawal date.

St. Cloud Technical and Community College will automatically return both the institutional and student un-earned portion of grant funds, then bill the student.

If a student receives a “0” GPA for the term, the student will be considered to have unofficially withdrawn from college.

If you wish to withdraw, please contact the Admissions Office at (320) 308-5089.

If, according to the refund policy of the school, the student is due a refund of tuition and fees, due to an enrollment status change or the student withdraws, all or a portion of that student’s refund may be due to one of the state financial aid programs. The refund remaining after the institution’s share of any required refunds to Title IV programs has been fully refunded is distributed on a proportional basis to non-Title IV aid programs requiring refunds, not to exceed the actual amount the student received from each program.

Veterans Services

Veterans applying for benefits under the GI Bill should contact the Central Regional coordinator at 320-493-8153 or the Veterans Certifying Official (located in the Financial Services Office). Early application for the GI Bill is recommended. Programs must be approved for Veterans’ Benefits by the Minnesota State approving agency. Veterans must report any changes to the Veterans Certifying Official such as, dropping or adding credits, address change, and especially withdrawing from the college. Each semester, students will need to notify the college VA representative if they would like to continue to receive benefits. If you have further questions after seeing the Veterans Certifying Official at the college, located in the Financial Aid Office, contact your local county Veterans Service Officer, or call the VA in St. Paul, MN at 1-800-827-1000 or the Regional Center in St. Louis, MO at 1-888-442-2551.

Veterans Resource Center

The Veterans Resource Center is a place where students can come with questions about a variety of subjects pertaining to his/her benefits as a veteran or dependent of a veteran. The Resource Center staff will answer questions or refer you to another office which may be better prepared to give you the right answer. The staff in this office can help you understand your education benefits including:

- Montgomery GI Bill
- Student Loan Repayment Program
- Available Scholarships and Grants
- VA Education Programs

The Veterans Resource Center is partnered with many other agencies, including:

- The Department of Defense
- The Veterans Administration
- MN Family Programs
- The American Legion/S.A.L./Veterans of Foreign Wars, D.A.V.

Financial Services

Health Service Fee

All students must pay a health service fee. The fee is determined annually and posted at www.sctcc.edu/tuition. These funds purchase an accident insurance policy, \$5,000 limit, no deductible, which covers students on campus and at all off campus college sponsored events including internships and supervised occupational experiences. Since it is a secondary policy, students covered by another policy, will pay for the deductible on their primary policy. Claim forms and a reference copy of the policy are available from the Health and Safety Officer in Room 1-401G.

MSCSA Fee

The Minnesota State College Student Association (MSCSA) is the recognized student association for Minnesota Technical and Community college students. A per credit fee is charged to each student and credited to the association for state-wide representation. The fee is determined annually and posted at www.sctcc.edu/tuition.

Access/Parking Fee and Parking Regulations

Students must register vehicles online before obtaining a permit. Go to website: www.sctcc.edu/parkingpermit to register. All students must pay a per credit access/parking fee. The fee is determined annually and posted at www.sctcc.edu/tuition. Daily parking permits are \$2. Permits are available in the Financial Services. Access/parking fees will be charged to all St. Cloud Technical and Community College students. The purpose of such fees is for the development and upkeep of the College's parking lots, access road, parking security, associated lighting and sidewalks to the campus, administrative costs associated to access/parking and is used solely for that purpose. All students, regardless of whether their education includes actually parking in the lots, benefit from the establishment and maintenance of the lots. It is an embedded service that allows service providers, students, faculty, staff and administration, security, delivery vehicles, etc., the access to our buildings necessary to complete the mission of the College. Students enrolled in purely online delivered courses will not be charged. Students on extended internships, or in situations where the student does not park on campus, may formally request a waiver of the fee. Students should also request a waiver if they have a current handicapped sticker. Students must show proof of a valid handicapped sticker. A parking permit refund may be obtained from the Financial Services on the same prorated basis used to refund tuition upon withdrawal from the College. A \$10 fee will be charged for replacement of lost, stolen or damaged permits. One additional permit may be purchased for \$10. Motorcycle permits will be issued at no extra charge provided if a student qualifies for a regular permit.

Access/parking fees are reviewed annually and subject to change. Everyone using the parking lots between 6:30 am and 10:00 pm is required to display a current parking permit from the rear view mirror. Vehicles without a properly displayed permit will receive a ticket. Parking is not available in Lot B. The purchase of a permit does not guarantee the availability of a parking space at all times. Any

vehicle parked on the campus is parked at the risk of the owner. The College assumes no responsibility for care or protection of any vehicle or its contents. Unpaid parking tickets will be recorded and will prohibit a student from registering for classes and obtaining transcripts.

PSEO Student Parking

PSEO students are personally responsible to pay a \$3 per credit fee to park on campus. The parking fee is due by the beginning of each semester; paid at the Financial Services Office. A parking permit will then be issued at the time of payment. PSEO students electing not to park on campus may have the parking fee waived by stopping by the Financial Services Office. Failure to pay the parking fee by the beginning of the semester will result in the assessment of a late fee.

Parking Violations

- Parking in prohibited area fine \$15.
- Parking in grass area fine \$15.
- Misuse of Handicapped Parking Only fine \$200. (handicapped placard or handicapped license plate must be displayed to be eligible to park in the college lot).
- Blocking of Fire Lane fine \$15.
- Altered/forged permit fine \$60.
- Motorcycles should be parked in areas designated as “Motorcycle Parking” (located by Door 10).
- Visitor parking is designated for guests only. Visitor permits are available at the Information Center.
- Circumstances under which vehicles will be ticketed and/or towed shall include (but not limited to) the following:
 1. Security and parking operations receives a complaint that a vehicle is illegally parked, obstructing traffic, impeding emergency responses and/or college operations, blocking pedestrian traffic, etc.
 2. Vehicles parked in such a way to constitute a hazard, impede vehicular and pedestrian traffic, emergency responses and repair, or grounds operations.
 3. Vehicles that have been auto-clamped for 24 hours will be towed.
- Circumstances under which vehicles will be ticketed and auto-clamped are:
 1. A vehicle displays a permit that has been reported as being lost or stolen, or one which has been altered or forged.
 2. A vehicle has been issued three or more unpaid parking citations in the current academic year.

Appeals Procedure for an SCTCC Parking Ticket

1. Tickets must be appealed within five (5) business days from date of issuance of ticket.
 2. The parking appeals committee will meet every other Tuesday from 2:00 p.m. to 3:00 p.m. during the academic year to hear appeals.
 3. Individuals may present their appeals in writing with the option to be present for their appeal.
- Appeals will be considered by the committee on a first come, first served basis. Written appeals forms are available in the Financial Services Office.

Senior Citizen Fee

Senior Citizens may register tuition-free for any hour-based courses except for courses designed and offered specifically and exclusively for senior citizens (prerequisites must be met). Senior citizens registering for credit-based courses are required to pay tuition of \$20 per credit plus fees. If the course is audited, tuition is free. Exceptions may apply. State law states that a senior citizen may take a course “when space is available after all tuition-paying students have been accommodated.” This means senior citizens may have to wait until the first class meeting to register. Senior citizens are responsible for all materials, personal property, or service charges for the course, including technology fee, parking fee,

MSCSA fee, and health service fee. (As defined in Minnesota Statutes 135A.51 a senior citizen is a legal resident of Minnesota who has reached 62 years of age before the beginning of any term, in which a course of study is pursued, or a person receiving a railroad retirement annuity who has reached 60 years of age before the beginning of the term).

Student Activity Fee

All students, except senior citizens, must pay a per credit student activity fee. The Student Senate uses these funds to sponsor special events for students. A complete budget may be requested from your Student Senate representative. The fee is determined annually and posted at www.sctcc.edu/tuition.

Technology Fee

The purpose of the technology fee is to increase service, quality and/or access to high-end technology. The technology fee will be charged to all students. The fee is determined annually and posted at www.sctcc.edu/tuition.

Transcript Fee

Students may obtain an official transcript of their grades by completing a request for transcripts and paying the required fee for each transcript requested. The fee is determined annually and posted at www.sctcc.edu/transcripts.

Tuition and Fee Policy

Tuition rates per credit and fees are subject to change according to Minnesota State College and Universities (Minnesota State) and/or college policies. Current tuition and fee rates are posted at www.sctcc.edu/tuition.

Tuition Deferment

SCTCC offers a service for those students who must defer tuition and other college costs, and who do not qualify or are not eligible for agency funding, loans or grants. The College contracts with NBS, a tuition management company that provides a low cost option for budgeting students' college costs. SCTCC/NBS has established several payment schedules requiring various down payment amounts and number of payment dates. Students register on-line with NBS via the SCTCC web site, www.sctcc.edu. Click current student, e-services, then bills/payments to authorize automatic bank payments or apply charges to a credit card.

Students will not be allowed to register for a new term if deferred payments from a previous term are not current. Payments may be deferred for only the current semester and the entire balance must be paid in full by the end of that semester. A \$30 processing fee will be charged for each deferment agreement. Deferred payment plans cannot be established or extended for past debt or for students not currently enrolled. Additional information on NBS payment options is available from the Financial Services Office at 320-308-5572 or 320-308-5512.

Tuition Payment

Per *Minnesota State Policy 5.12.3*, payment of tuition and fees will be due 15 business days prior to the start of the semester. Students whose tuition is unpaid, or do not have other approved financial arrangements in place by this deadline will have their registration cancelled and be denied entrance to class. To avoid registration cancellation, one of the following approved financial arrangements must be

in place:

- Tuition/fees paid in full
- Down Payment of 15% of tuition/fees or \$300 through the NBS tuition payment plan
- Financial Aid in place, meaning the FAFSA is complete and the College has an ISIR on file
- Scholarship or other agency/third party support in place of at least 15% of tuition/fees or \$300 through the NBS tuition payment plan
- A completed PSEO student enrollment agreement on file
- Active I-20 or DS2019 in place for an international student

Students are financially obligated for every class in which they are registered. Students that register for, but do not attend classes at St. Cloud Technical and Community College and fail to formally withdraw, or drop classes within the free drop/add deadline, will still be responsible for the full tuition amount due. After the free drop/add deadline, students must withdraw from ALL courses to receive a pro-rated refund based on the date of total withdrawal. It is the student's responsibility to check their balance due on-line. No invoices or tuition statements are mailed. Accounts may be reviewed and payments made online at: www.sctcc.edu. Log into the on-line registration module and click on "bills/payments". Follow the directions provided to pay with Visa, Mastercard, Discover, American Express or e-checks. International students not meeting the payment criteria outlined above will have their registration cancelled after the fifth day of the term.

Students are responsible to ensure that financial aid documents and/or agency awards are complete and on file prior to the deadline date. Students will be allowed to add courses to their schedules through the drop/add period only with full payment unless an NBS account has been previously established. Changes may cause payment plan to change. If a student's account is not paid in full, a hold will be placed on the student's account and a \$50 late fee may be applied. The student will be unable to register for future classes or receive an official transcript until full payment is made. Students taking courses from another Minnesota State college will be financially obligated to pay for all registered courses at that school. These courses will not be included with SCTCC bills. Individuals that submit Non Sufficient Fund (NSF) checks will be subject to a \$35 fine and be asked to make restitution by cash, money order or cashiers check. A registration hold will be placed on the student's account. The policy on NSF checks and the fine are subject to change without notice.

Refunds, Drops, Withdrawals, and Waivers

MINNESOTA STATE Policy 5.12

Students are financially obligated for every class in which they have registered. Students that register for, but do not attend classes at St. Cloud Technical and Community College and fail to formally withdraw, or drop classes within the free drop/add deadline, will still be responsible for the full tuition amount due. (After the free drop deadline, students must withdraw from aLL courses to receive a pro-rated refund based on the date of total withdrawal. It is the student's responsibility to check their balance due on-line).

Dropping a Course

Students may drop courses by using e-services through the fifth day of the semester or the first business day after the course begins, whichever is later. Courses withdrawn from after the add period will receive a grade of "W". Students may initial a course withdraw through 80% of the instructional days of a course.

No tuition refunds will be processed by Financial Services for courses withdrawn from after the add period.

Students wishing to completely withdraw from the college should obtain a “Withdrawal Worksheet” from the Admissions Office. Students should complete and sign the top portion of the form and return it immediately to the Admissions Office. The date of withdrawal will be the date the completed form is received by the Admissions Office. The Financial Services Office will determine if a refund is appropriate and to whom the refund should be distributed. Questions about refunds should be directed to the Financial Services Office.

Withdrawing from a Course

Students withdrawing from a single course (after the drop period listed above) are not eligible for a refund and will receive a grade of W. Students may withdraw from a course through 80% of the instructional days of the course. Students may withdraw online or a course withdrawal form can be completed in Records and Registration.

Refunds for Total withdrawal from College

Students who officially and totally withdraw from the College may be eligible for a refund as defined below. Withdrawal forms are available in the Admissions Office. A student who withdraws simply by non-attendance will not be eligible for a refund. When students do not officially withdraw, they will receive the earned grade in each course for which they are registered and will be liable for all tuition and fees for those courses.

Fall And Spring Terms:

Total withdrawal from College Refund period

1st through 5th class day of the term	100%
6th through 10th class day of the term	75%
11th through 15th class day of the term	50%
16th through 20th class day of the term	25%
after 20th class day of the term	0%

Summer Term:

Total withdrawal from College Refund Period

1st through 5th class day of the term	100%
6th through 10th class day of the term	50%
the 10th class day of the term	0%

Registration & Student Records

Records and Registration Services

The Office of Records and Registration is responsible for maintaining the student record system, transfer of credit, and for the release of transcripts and the awarding of degrees, diplomas and certificates. Any questions regarding adding and dropping classes, transfer of credit, and graduation, should be directed to the Office of Records and Registration. The web page provides important registration information.

Registration and Registration Process

1. Review course information at www.sctcc.edu.
2. Meet with an advisor. The advisor will review the individual program plan with the student to ensure registration for appropriate courses and to be sure that prerequisites and other education requirements have been met. The student must meet with an advisor in order to obtain a registration access code. The registration access code is necessary to allow access to the e-services registration system.
3. Prepare a schedule worksheet to make certain that no time conflicts exist.
4. Submit immunization records, if needed.
5. Fulfill all financial obligations to the college or other Minnesota State Colleges or Universities, including parking fines.
6. Return all overdue materials to the library.
7. Register for classes using e-services registration on the priority date determined by the number of completed college credits.

Student who are on academic warning or probation must complete a Student Success Plan prior to registration.

Re-Enrolling Students

Students who are currently enrolled at the college will be eligible for priority registration for the following semester. Students who have “stopped out” (not attended classes) for one semester may register after meeting with their academic advisor, based on the number of credits they have completed.

Advising/Registration Session

Newly accepted students are required to attend an Advising/Registration session assigned for their major. At this session, students will meet with program faculty and register for courses. Failure to attend an assigned Advising/Registration session may result in cancellation from the student’s program of choice. A mandatory electronic orientation must be completed prior to registration. Any student who has “stopped out” (not attended classes) for one year or longer will be required to attend a session prior to registration.

Change of Address

Students are required to report any change of address or telephone number to any student services office in person. The process may also be completed using e-services. It is important that the college has correct information regarding both local and permanent address in the event of an emergency, for billing purposes, schedules and grades. A picture ID will be required to process the request

Student Rights and Responsibilities

Freedom to Learn

In addition to the basic constitutional rights enjoyed by all citizens, students in colleges and universities have specific rights related to academic freedom and their status as students. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students are expected to exercise their freedom with responsibility.

Freedom of Expression

Individual students and student organizations shall be free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They shall be free to support causes by orderly means that do not disrupt the regular and essential operation of the institution. In the classroom, students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

Freedom of Association

Students shall be free to organize and join organizations to promote their common and lawful interests, subject to institutional policies or regulations. Registration or recognition may be withheld or withdrawn from organizations that violate institutional regulations.

Student-Sponsored Forums

Students shall have the right to assemble, to select speakers, and to discuss issues of their choice. The college or university shall establish reasonable time, place and manner restrictions to assure that the assembly does not substantially disrupt the work of the institution or does not interfere with the opportunity of other students to obtain an education or otherwise infringe upon the rights of others. Such regulations shall not be used as a means of censorship. The president or designee may prohibit any forum when holding the event, in his or her judgment, would result in physical harm or threat of physical harm to persons or property. Prior to any such prohibition, the president shall make their best effort to consult with a designated member of the student association.

Student Publications

Student-funded publications shall be free of censorship and advance approval of copy, and their editors and managers shall be free to develop their own editorial and news coverage policies. Editors and managers of student publications shall be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. The student fee allocation process shall not be used as a means of editorial control of student-funded publications. All student publications shall explicitly state on the editorial page that the opinions there expressed are not necessarily those of the college, MINNESOTA STATE, or student body.

Student Policies

The policies of the college or university regarding student expectations, rights and responsibilities shall be readily accessible to students.

Catalog and Course Information

To the extent possible, students will be provided relevant and accurate information regarding courses prior to enrollment. Catalog descriptions will be accurate and based on information existing at the time of publication. To the extent possible, class schedules will list the names of faculty teaching courses.

Student Academic Standing Information

Students shall have access to accurate information about general requirements for establishing and maintaining acceptable academic standing, information which will enable students to determine their individual academic standing, and information regarding graduation requirements.

Academic Evaluation

Student academic performance shall be evaluated solely on the basis of academic standards, including any requirements that are noted in the catalog, course syllabus, or student handbook. Students shall have protection against prejudiced or capricious evaluation and shall not be evaluated on the basis of opinions or conduct in matters unrelated to academic standards. Students shall have the right to review their corrected examinations or other required assignments used by the faculty in evaluating the student's academic performance.

Property Rights

Term papers, essays, projects, works of art, and similar property shall be returned to a student upon request, within a reasonable timeframe, when no longer needed for evaluation purposes, unless the student grants written permission for them to be retained.

Student Review and Consultation

Students shall have the right to appropriate levels of participation in college and university decision-making pursuant to Minnesota State Policy 2.3 and Procedure 2.3.1, Student Involvement in Decision-Making.

Equal Opportunity

St. Cloud Technical and Community College is committed to providing equal education and employment opportunities to all persons regardless of race, color, creed, sex, age, religion, marital status, sexual orientation/affectional preference, national origin, mental or physical disability, status with regard to public assistance or any other group or class against which discrimination is prohibited by State or Federal law. Further, the college will not tolerate acts of sexual harassment/ assault within its area of jurisdiction. St. Cloud Technical and Community College will continue to remain in full compliance with: Title IX of the Education Amendments of 1972, Second 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and the 1992 Crime Bill. Inquiries, complaints or grievances concerning the application of affirmative action, equal opportunity or Title IX at SCTCC should be referred to the affirmative action officer, Deb Holstad, located in room 1-403, or telephone (320)-308-3227, DHolstad@sctcc.edu or mmajerus@sctcc.edu. Inquiries about services offered under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990 should be referred to the counselor for students with disabilities, Judy Jacobson-Berg, who is located in room 1-401V or telephone (320)308-5096, (320)308-5988 (TTY), JJacobsonberg@sctcc.edu.

Cultural Diversity

St. Cloud Technical and Community College students are members of a college community that is committed to creating a positive, supportive environment which welcomes a diversity of opinions and ideas for students, faculty, and staff of all cultures. The college does not tolerate racism, harassment, or any derogatory remarks about a student's race, sexual orientation, class, age, gender, or physical limitations. The best and most effective learning environment for tomorrow's leaders is a multi-cultural setting.

Student Code of Conduct

Minnesota State policy 3.24; procedure 3.26.1

St. Cloud Technical and Community College is committed to the creation and maintenance of an academic community which fosters the intellectual, personal, social and ethical development of its students. This Student Code of Conduct in tandem with the College's Expect Respect behaviors help ensure a learning community that is vibrant and respectful of the rights, opportunities, and welfare of students, faculty, staff, and guests.

In addition to students understanding their rights and responsibilities, St. Cloud Technical and Community College expects that each student will obey the laws enacted by federal, state and local governments. In addition, there are certain rules and regulations governing student conduct which have been established by St. Cloud Technical and Community College and the Minnesota State Colleges and Universities Board of Trustees (Minnesota State). Persons who fail to act accordingly may be subject to disciplinary actions as set forth in the Student Code of Conduct.

Off-campus Conduct

St. Cloud Technical and Community College and the Minnesota State Colleges and Universities reserve the right to review student behavior that occurs off campus if the behavior violates college policy; local, state or federal laws; or adversely affects the educational or service interests of the college.

In addition to maintaining the confidentiality of each case, the College also ensures that alleged violators will be afforded due process in investigating their conduct.

To access a complete copy of the Code of Conduct listing disciplinary offenses, sanctions for conduct violations, disciplinary procedures, appeal process, and record retention, please go to www.sctcc.edu/conductcode.

Alcohol/Drug Free Environment

See Minnesota State Policy 5.18

Saint Cloud Technical and Community College is concerned about students' health, ability to learn, and ability to gain skills that will lead to successful lives. Therefore, it is our goal to insure that students can study, learn and relax in an environment free from illegal drugs and the illegal use of alcohol. However, we also understand that some students may need help with drugs or alcohol. To that end, we ensure access to SCTCC counselors, local agencies and other resources for direct services and/or referral. Initial access can be at the SCTCC Counseling Office or from Student Life.

SCTCC drug and alcohol use policies conform to Public Law 101-226, the *Drug Free Schools and Community Act* of 1989 and Minnesota State Policy 5.18. In short, this policy prohibits students from illegally possessing, using, and/or distributing drugs and alcohol on campus, in school vehicles, or at college-sponsored activities which occurs off campus. The college also reserves the right to review student behavior that occur off-campus if the behavior violates college policy, including the illegal use,

possession or distribution of alcohol and/or other controlled substances. The policy further describes prosecution and penalties.

The policy also outlines the scope of counseling, support and referral sources available to students who are experiencing chemical abuse problems.

To access the complete policy and SCTCC's Drug-Free schools Biennial Review, go to <http://www.sctcc.edu/drug-alcohol-tobacco>

Tobacco Use

SCTCC Policy 55.4 Procedure 55.4.1

Effective August 23, 2010, the use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, e-cigarettes and other tobacco products) by students, faculty, staff, and visitors is prohibited on all St. Cloud Technical and Community College properties.

The use of tobacco products (including cigarettes, cigars, pipes, smokeless tobacco, e-cigarettes or other tobacco products) is prohibited at all times:

- In all interior spaces on St. Cloud Technical and Community College campus;
- On all outside property or grounds controlled, managed or maintained by St. Cloud Technical and Community College campus - including all satellite locations and all partially enclosed campus areas such as walkways, breezeways and bus shelters;
- In St. Cloud Technical and Community College vehicles, including buses, vans and all other college vehicles.

The college prohibits the campus-controlled advertising, sale, or free sampling of tobacco products on campus.

Littering the campus with remains of tobacco products or any other disposable product is prohibited.

Organizers and attendees at public events, such as conferences, meetings, public lectures, social events, cultural events and sporting events using St. Cloud Technical and Community College facilities will be required to abide by the tobacco-free policy and procedure. Organizers of such events are responsible for communicating the policy to attendees and for enforcing this policy.

Computer and Technology Use

See Minnesota State Policy 5.22.1

The college has computers available for students' use at a number of campus locations, including three Open Computer Labs. The college has established policies specific to programs using laptop computers. Before students are allowed to use the computers and access the college network, they are required to read and sign the *Computer and Technology Use Policy*. This policy is available in the Student Open Computer Labs and online on the college website under "College Policies" Chapter S5.2.

Data Practices Policy

The college data practices policy governs the release of student information and is based on the Family Educational Rights and Privacy Act of 1974 and The Minnesota Data Practices Act 13.01 to 13.87. It

accords all rights under the law to all of its students, including those dependent students under the age of 18.

Education records covered by this policy are those official student files maintained by the Offices of Records and Registration, Admissions, and Financial Aid. In addition to files, records are maintained in a computer database, optical imaging or on microfilm.

Education records do not include records maintained by college personnel which are in their sole possession and are not accessible or revealed to anyone other than a temporary substitute who performs the same duties. Education records also do not include student employment records relating to them exclusively as employees and not used for any other purpose. In addition, students will not be allowed to review confidential letters/recommendations associated with admission or records of their parents' financial status.

Students may review their education records by making an appointment for this purpose with the college registrar. Students have the right to challenge the content of records and to request that corrections or explanations be placed within those records.

Private student data is accessible only to the student and to college personnel and other agents as authorized by law. A list of authorized personnel is available in any Student Affairs Office.

External Public information (Directory Information) is considered to be the student's name, hometown, dates of attendance, enrollment status, major field of study, participation in officially recognized activities and sports, heights and weight of members of athletic teams, degrees, awards, and college honors received, photographs or photographic likeness. Students have the right to inform the college that any or all of the above information should not be released without prior consent. Students wishing to restrict release of this information must complete a Non-Disclosure of Directory Information form in the Office of Records and Registration.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; representatives of the Minnesota State Colleges and Universities (Minnesota State), including the Board of Trustees, Chancellor, Chancellor's staff; or a student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. NOTICE: If you are currently enrolled in or receiving services from one college or university within the Minnesota State College and University System, your academic records from that institution are available to officials of other schools within the System while you are in attendance. If you seek or intend to enroll at another institution within the System, your academic records from other institutions are also accessible to officials at the school where you are seeking or intend to enroll. Disclosures of your records to other schools under other circumstances may require your prior written consent. You have the right to request a copy of records that have been disclosed. You also have the right to request a hearing to correct any inaccurate,

incomplete, or misleading information in those disclosed records. For further information about your rights, please contact the Registrar at the college or university that supplied the records.

Complaint/Grievance Policy

See Minnesota State Policy 3.8; SCTCC Policy S3.24

General Statement of Policy

St. Cloud Technical and Community College, in order to provide quality instruction and service, encourages student access to college faculty, staff and administration to resolve questions, concerns, or complaints regarding SCTCC policies, procedures, or other actions or inactions of the College.

Students are encouraged to use available informal means to have decisions reconsidered before submitting a complaint or filing a grievance. The ultimate objective of this policy and procedures is to reach a mutually agreed upon resolution to the issue as quickly and efficiently as possible. No retaliation of any kind shall be taken against a student for participating in the complaint or grievance process. These procedures shall also protect data privacy rights. The college maintains a record of all complaints and grievances filed and are collected and archived in the Administrative Affairs Division.

This policy does not apply to academic grade disputes. Grade appeals are handled under a separate policy/procedure. Student complaints regarding discrimination or harassment are subject to SCTCC and Minnesota State Board Policy 1.B1, Procedure 1B.1.1.

Complaint Procedure

The goal of the complaint procedure is to quickly address a student's question/concern about a college decision, action or inaction and come to a resolution agreeable to the student and the college as soon as possible.

Submitted verbally or in writing, the student may bring the complaint directly to a faculty member, administrator, manager, department chairperson, college supervisor or other SCTCC staff. Complaints may also be brought to the manager, supervisor or dean of the department/division closest to the disputed action.

Grievance Procedure

Student(s) not satisfied with the outcome of a complaint - and/or if the complaint involves the application of a college policy – may file a written grievance with the supervisor (director, dean or vice-president) of the employee or department whose action gave rise to the grievance.

To file a written Grievance, the grievant must provide the following information:

- name of the student(s) filing the grievance,
- name of the faculty or staff member whose action(s) is being grieved,
- statement of facts and nature of the grievance, including specific policy violation, if known,
- any documentation or evidence,
- date(s) of the incident(s),
- resolution being sought by the grievant, and
- grievant's signature and date.

The written materials must be submitted to the Assistant of the Vice-President of Administration (office 1-401E). The Administrative Assistant will forward the grievance to the appropriate academic or administrative officer.

Appeals

A student may appeal a grievance decision based on the application of a specific college rule, regulation, policy or procedure. The same written material submitted in the original decision will be presented for appeal to the appropriate divisional Vice-President.

If the grievance involves a board policy, the actions of a college or university president, an issue of institutional or program quality such as an institution's compliance with the standards of an accrediting or licensing agency, or a claim of consumer fraud or deceptive trade practice, a student may further appeal the college or university decision to the Office of the Chancellor. The decision of the chancellor is final and binding. To contact the Chancellor's Office: Academic and Student Affairs, Office of the Chancellor, Wells Fargo Place, 30 7th Street E., Suite 350, St. Paul, MN 55101-7804.

St. Cloud Technical and Community College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (HLC). In cases that involve SCTCC's compliance with the standards of the College's accrediting agency, questions or concerns may be directed to: Higher Learning Commission, 230 South LaSalle St., Suite 7-500, Chicago, IL 60604-1411.

Time limits

If a complaint or grievance is not submitted within the established time limits, it shall not be considered. If the college staff or administrator does not address the complaint or grievance within the established time frame, the student may appeal the complaint or grievance to the next step.

Grievance Procedure For Americans With Disabilities Act (A.D.A)

1. Students with complaints should discuss them with the involved parties if possible.
2. If the complaint remains unresolved, students should discuss the complaint with a counselor in the Counseling Office at (320)308-5090.
3. If a student's rights have not been met based on ADA guidelines, the student can file a grievance directly with the Vice President of Student Affairs at (320) 308-5580 or the Director of Human Resources at (320) 308-3227.
4. If a student is not satisfied with the results of the grievance proceedings, an appeal can be filed directly with the President of the College. The grievance procedure and appeals process are outlined in the preceding section.

NONDISCRIMINATION POLICY

See Minnesota State Policy 1B.1

Policy Statement

St. Cloud Technical and Community College and Minnesota State Colleges and Universities are committed to a policy of nondiscrimination in employment and education opportunity. No person shall

be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

Harassment on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, or sexual orientation is prohibited. Harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with persons having business at, or visiting the educational or working environment. Harassment may include, but is not limited to, verbal harassment or abuse, implied or overt threats, or physical acts of aggression, etc., which have the effect of substantially or unreasonably interfering with an individual's employment, education, use of college services or participation in college events or activities.

This policy is directed at verbal or physical conduct that constitutes discrimination /harassment under state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved, SCTCC will give due consideration to an individual's constitutionally protected right to free speech and academic freedom. However, discrimination and harassment are not within the protections of academic freedom or free speech. The system office, colleges, and universities shall maintain and encourage full freedom, within the law, of expression, inquiry, teaching and research. Academic freedom comes with a responsibility that all members of our education community benefit from it without intimidation, exploitation or coercion.

This policy shall apply to all individuals affiliated with Minnesota State Colleges and Universities, including but not limited to, its students, employees, applicants, volunteers, agents, and Board of Trustees, and is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation or reprisal. Individuals who violate this policy shall be subject to disciplinary or other corrective action.

Investigation and Resolution

This procedure is designed to further implement Minnesota State Colleges and Universities policies relating to nondiscrimination by providing a process through which individuals alleging violation of Board Policy 1B.1 Nondiscrimination in Employment and Education Opportunity may pursue a complaint. This includes allegations of retaliation, or discrimination or harassment based on sex, race, age, disability, color, creed, national origin, religion, sexual orientation, marital status, or status with regard to public assistance. In addition, discrimination in employment based on membership or activity in a local commission as defined by law is prohibited.

Any individual who believes she or he has been or is being subjected to conduct prohibited by Board Policy 1B.1 is encouraged to report the incident to the SCTCC designated officer. The report/complaint should be brought as soon as possible after an incident occurs.

Any student, faculty member or employee who knows of, receives information about or receives a complaint of discrimination/harassment is strongly encouraged to report the information or complaint to the designated officer.

SCTCC's Designated Officers (To report discrimination/harassment):

Student Complaints – Jon Eichten, Vice President of Student Affairs, office 1-401Y, jeichten@sctcc.edu, office phone: 320-308-5580.

Employee Complaints – Deb Holstad, Human Resources Director, office 1-403C, DHolstad@sctcc.edu, office phone: 320-308-3227.

HIV/AIDS POLICY

St. Cloud Technical and Community College recognizes that infection with the Human Immunodeficiency Virus (HIV) and the subsequent diagnosis of Acquired Immunodeficiency Syndrome (AIDS) has the potential to interfere with the educational process. St. Cloud Technical and Community College recognizes AIDS to include a diagnosis of the end-stage disease AIDS along with symptomatic or asymptomatic conditions within the spectrum of HIV infection. While it is recognized that there is no evidence that the virus is transmitted in casual contact settings such as schools, there are students in given programs at high risk due to exposure to body fluids. Therefore, the role of the educational system is to respect the rights of individuals with HIV infection regarding education, privacy, and freedom from discrimination; to respect the rights of others in the system to be educated in a safe environment; and to educate administrators, staff, and students about preventing the risk of HIV transmission.

Access

Staff and students will be provided easy access to specific information, counseling, and assistance in locating and using health care and social services. Initial contact may be made to the appropriate college personnel, this may include counselors, advisors or faculty. Any adjunct support services needed will be mobilized at the request of the individual.

Handicap/Disability

Infection with HIV and a subsequent diagnosis of AIDS is viewed as a potentially disabling condition through the Americans With Disabilities Act. An individualized plan for education and career/personal development will be developed for each student with a handicapping condition in order to reduce barriers to learning and to maximize the health of the student.

Discrimination

The exclusion of people with HIV/AIDS for any reason constitutes unwarranted discrimination. Therefore, St. Cloud Technical and Community College does not consider the existence of any form of the HIV infection in the initial admissions decision.

Safety Precautions

The environmental precautions for handling all body fluids potentially infected with a blood borne pathogen such as HIV will comply with the Federal Occupational Safety and Health Administration's blood born Pathogen Standard (codified under 29 CFR 1910.1030). Students enrolled in educational programs where blood and other body fluids may be part of the educational program are encouraged to discuss their HIV status with program faculty.

Data practices/Confidentiality

The privacy rights of staff and students will be protected. No person, group, agency, insurer, employer, or institution will be provided medical information of any kind without the prior specific written consent

of the person with HIV/ AIDS. The knowledge that staff or students have a chronic infectious disease, such as HIV, will be confined to those persons with written permission as stated above.

Screening/Testing for the presence of the AIDS virus

Mandatory screening for the presence of HIV as a condition of employment or enrollment is not warranted. St. Cloud Technical and Community College, however, strongly encourages voluntary HIV screening for students, specifically, but not limited to, those in health programs. Information regarding test results will not be made available to anyone without the specific written consent of the individual.

Enrollment and attendance of Students with HIV/AIDS

Students with HIV/AIDS may continue their education until such time that their health deteriorates sufficiently to interfere with performance. Determinations for specific precautions and need will be made on a case-by-case basis. The principles cited in the CDC Workplace guidelines (1989) and Foster Care and Education Guidelines (1985) will be followed.

CAMPUS SECURITY AND CRIME AWARENESS

St. Cloud Technical and Community College encourages all students and college community members to be fully aware of the safety issues on the campus and to take action to prevent and to report illegal and inappropriate activities. Personal awareness and applying personal safety practices are the foundation of a safe community. Information covering campus security is presented as part of the student orientation process and at staff and faculty in-services sessions. The College is continually providing information on crime prevention and encourages students, staff and faculty to be responsible for their own security, as well as the safety and security of others.

Campus security, located in the Financial Services, room 1-401-G (daytime: (320)308-3333 is the office to which all criminal reports should be made. Everyone on campus (including students, faculty, staff, and visitors) are encouraged to report immediately any and all potential criminal activity to the Campus Security Office, Chris Loos (room 1-401G), and/or the St. Cloud Police Department. Public Safety Officer will be dispatched to assist you. In cases of emergency, dial 911 or Campus Security at (320)308-3333.

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (aka The Clery Act of 1998), SCTCC monitors criminal activity for the campus, off-campus sites owned or maintained by the College, and public properties immediately adjacent. These statistics are collected, documented and provided for the past three years. Crimes are reported in the following seven major categories: 1) Criminal Homicide; 2) Sex Offenses; 3) Robbery; 4) Aggravated Assault; 5) Burglary; 6) Motor Vehicle Theft; and 7) Arson. The College also reports the following three types of incidents if they result in either an arrest or disciplinary referral: 1) Liquor Law Violations; 2) Drug Law Violations; and 3) Illegal Weapons Possession. In accordance with The Campus Sexual Violence Elimination (SAVE) Act, SCTCC discloses all incidents of domestic violence, dating violence, sexual assault, and stalking in the annual campus security report.

The entire report can be viewed at the Department of Education Security website at <http://www.ope.ed.gov/security>, or the SCTCC website at <http://www.sctcc.edu/security>. If you have any questions or would like a printed version of the SCTCC Annual Security Report, campus security at (320) 308-6158.

FIREARMS

See SCTCC Policy

S5.11 – Possession or Carry of Fire Arms

No person is permitted to carry or possess a firearm on system property except as provided by SCTCC policy.

STUDENT SUPPORT SERVICES

Counseling Services

Counseling Services at St. Cloud Technical and Community College are available to facilitate students' academic, career, and personal success. Counselors assist students in achieving their goals as they work toward completion of a career or technical program or a transferrable degree.

Academic Counseling services include

- Program/Major decision making and selection and advising for course scheduling
- Counseling to assist in the completion of selected program. Planning for academic success
- Referral to academic support services
- Guidance and planning for students on academic probation or suspension

Career Counseling services include

- Assessment to determine careers for further exploration
- Guidance with career exploration and through the career decision making process
- Planning of career education
- Career Exploration course – CSSC 1300 – 1 credit which includes all of the above

Personal Counseling services may include

- Confidential assistance in exploring options for working through personal issues and barriers
- Crisis counseling
- Referral to community/medical providers for therapy needed for long term mental health related conditions

Counseling Services also provide specialized counseling services to students with disabilities.

Make an Appointment

To schedule an appointment with a counselor call 320-308-5089 or stop in at Room 1-401, to schedule an appointment in person. TTY users dial MN Relay at 711 to contact the college.

Need Immediate Help?

If you are in crisis and need immediate help:

- Call the National Suicide Prevention Lifeline at 1-800-273-TALK (8255), a free, 24-hour hotline available to anyone in suicidal crisis or emotional distress. Your call will be routed to the nearest crisis center to you.
 - Call for yourself or someone you care about
 - Free and confidential
 - A network of more than 140 crisis centers nationwide
 - Available 24/7

- Or - Call local authorities at 911

More information on Counseling Services is available at www.sctcc.edu/counseling

Counseling is a professional relationship that empowers diverse individuals, families, and groups to accomplish mental health, wellness, education, and career goals.

(American College Counseling Association).

Disability Services

Accessibility Counseling and Services in collaboration with the college community provides equal education access and opportunity for all qualified students with disabilities to participate in St. Cloud Technical and Community College programs, services and activities. Access means that a qualified individual with a disability will not be excluded from participation in or be denied the benefits of the services, programs, or activities, nor will the individual be subjected to discrimination.

SCTCC will provide reasonable and appropriate accommodations to qualified students with disabilities, assist students with disabilities in self-advocacy, educate the college community about disabilities and ensure legal compliance with state and federal disability law as well as Minnesota State policy 1B.4.

Accessibility Counseling and Services will strive to provide safe, confidential counseling and support services to students with disabilities; determine the implications of a student's disability and recommend appropriate accommodations which address the student's needs; encourage self-determination, independence and personal responsibility for students with disabilities.

Students who wish to disclose a disability and discuss appropriate academic accommodations designed to create equal access to educational opportunities, need to:

1. **Complete** a Request for Accessibility Services stating desired accommodations appropriate to the college setting. Forms are available by clicking the Getting Started Link at www.sctcc.edu/disability or by contacting the Counselor for Students with Disabilities at jjacobsonberg@sctcc.edu.
2. **Provide documentation** of your disability. The documentation should be current, appropriate information that provides a diagnosis of the disability. The documentation must clearly substantiate the need for the student's specific accommodation requests and be signed by an appropriately licensed professional. See [Disability Documentation Guidelines](#) found on our website at www.sctcc.edu/disability. These documents are held in a confidential file in order to help us better meet your accessibility needs.
3. **Send** Request Form and Documentation to: Judy Jacobson Berg, Counselor, SCTCC, 1540 Northway Drive, St. Cloud, MN 56303 or jjacobsonberg@sctcc.edu. Submission of documentation should not be considered approval of the all requested or recommended accommodations. Appropriate accommodations are determined on an individual basis by the

Counselor for Students with Disabilities. (Note: The Request and Documentation may be sent through email however, email is not guaranteed as a secure method of communication.)

4. **Schedule an appointment** to meet with the Judy to review your Accommodations Plan and discuss the process for utilizing appropriate accommodations. Call 320-308-5089 voice, TTY users may use MN Relay at 711 to reach the campus to schedule.

Following the development of an Accommodation Plan the student is responsible to initiate each accommodation as needed. Sufficient advance notice is required by qualified students when requesting and initiating accommodations. Some accommodations may require a 6 week notice to arrange. In accordance with the Americans with Disabilities Act and Amendments Act (ADAAA), accommodations will not be provided 1) for personal daily living devices or services even though the individual may be a qualified individual with a disability, or 2) that result in a fundamental alteration in the nature of a service, program or activity, or in undue financial or administrative burdens. Denial of requested accommodations or services can be appealed by contacting the Office of the Vice President of Student Affairs at St. Cloud Technical and Community College.

Accessing College Support Services

Accessibility Services Contact Information

Judy Jacobson Berg. Counselor for Students with Disabilities

Rm. 1-401-V, Email: jjacobsonberg@sctcc.edu

320-308-5096, 800-222-1009 (V) TTY users dial MN Relay at 711 to contact the college.

John Bjork, Accessibility Specialist

Rm. 1-133, Email: bjork@sctcc.edu

320-308-5757, 800-222-1009 (V) TTY users dial MN Relay at 711 to contact the college.

Academic Accommodations Available

- Alternate formats of college materials and text books i.e., electronic format, large print, Braille
- Special advising for course selection/load adjustment
- Course accommodations/modifications
- Test accommodations: extended time, alternative environment, tests presented orally, scribe
- Adaptive furniture or Assistive technology

This is not an exhaustive list. Academic accommodations are determined on an individual basis. Accommodations must be reasonable and appropriate to a specific disability need. To request accommodations please refer to this link: <http://www.sctcc.edu/disability>

Interpreters for Deaf/ Hard Of Hearing

Contact: Ann Pierce-Rhodes, Coordinator of Interpreter Services

(320) 308-5046, 800-222-1009 (V) TTY users dial MN Relay at 711 to contact the college.

Rm. 1-454, Email: apiercerhodes@sctcc.edu

Assessment Services

Career Interest - contact Counseling Services; additional fee may apply

Reading and Arithmetic Skills Assessment - ACCUPLACER; contact the Admissions Office.

Counseling Services

Judy Jacobson Berg, Counselor

320-308-5096 Rm 1-401, Email: jjacobsonberg@sctcc.edu

Career, academic and personal counseling, advocacy and referral services. Call 320-308-5089 for appointment. <http://www.sctcc.edu/counseling>

Center for Academic Success (CAS)

Kerby Plante, Director,

(320) 308-5983, (V) TTY users dial MN Relay at 711 to contact the college.

Room 1-112, Email: kplante@sctcc.edu

Provides academic support and tutoring to help students be successful:

Math - basic math skills, course related math

Writing - assistance with writing papers and homework assignments for any class

Course specific tutoring - coordination of peer student tutors for specific courses per request

Academic Advising Center

Director: Stacy Griffey

320-308-5741 Room 1-312

Provides for an ongoing and collaborative process between the student and advisor to assist in the development of an educational plan compatible with the student's interests and career goals.

www.sctcc.edu/advising

Admissions

(320)-308-5089, 800-222-1009 (V) TTY users dial MN Relay at 711 to contact the college.

College application, \$20 application fee.

Placement testing required - Accuplacer

Tuition cost/credit - Set yearly by Legislature, check with St. Cloud Technical and Community

College for current rates. <http://www.sctcc.edu>

Trio Student Support Services

Nhia Yang, Director

(320)-308-0977, 800-222-1009 (V) TTY users dial MN Relay at 711 to contact the college.

Rm. 1-401 - Provides qualified students academic planning, advising and monitoring services to facilitate success. www.sctcc.edu/trio

Be a self-advocate, know your needs and ask for appropriate accommodations or services. If you feel that your rights under ADA have not been met you may file a grievance with St. Cloud Technical and Community College's ADA Coordinator. Refer to the Student Handbook for procedures.

Accommodations/Support Services Guidelines

To provide academic accommodations to a student with a disability, the college needs documentation of the disability. Documentation must be current, signed by an appropriate professional, and must include assessment results, a diagnosis of disability, and recommended accommodations relevant to disability

needs. These documents are held in a confidential file in order to help us better meet your disability service needs. Submit documentation and a request for accommodations to Judy Jacobson Berg, Counselor for Students with Disabilities. Allow plenty of time for the College to supply the necessary services; two or more weeks are usually needed to provide sign language interpreters. Textbooks and materials in alternative format require at least six weeks' notice.

Rights Under The Law

Be a self-advocate, know your needs and ask for appropriate accommodations. If you feel that your rights under ADAA have not been met you may file a grievance with the Vice President of Student Affairs at the St. Cloud Technical and Community College.

TRIO Student Support Services

TRIO is a student support program which offers a variety of free academic services. Funded by the U. S. Department of Education's SSS grant program, TRIO can help students graduate successfully from St. Cloud Technical and Community College by:

- Developing academic and career plans
- Providing academic advising and counseling
- Preparing new students for a successful college experience through the Summer Institute peer and group tutoring/mentoring for students' academic success.

Students Served

We serve St. Cloud Technical and Community College students who have a serious commitment to academic excellence and completing their college curriculum. We specifically serve:

- Low income students
- Students with disabilities
- First generation college students whose parents do not have a bachelor's degree

Programs And Services Offered

A dedicated team of professionals work with students in planning their academic program and monitoring their academic progress.

- **Summer Institute** Selected new students attend a Summer Institute to improve skills in reading, writing, math and study skills before they take classes. These courses are tuition-free for qualified students. A number of workshops, visits, and team building activities are also offered as part of the Institute.

- **Academic Assistance and Counseling**

For students enrolled in the TRIO Program, academic advisors will be assigned to work with them and develop their education plan designed to enhance educational success. An advisor will closely monitor academic progress in each course.

- **Tutoring and Group Study**

Tutors can be arranged for students who need help in their courses free of cost and offer group study opportunities to students enrolled in TRIO.

- **Financial Literacy**

SSS offers one-on-one assistance and educational workshops on FAFSA, Scholarships, budgeting, and other forms of financial aid.

- **Peer Mentoring**

Students will work with peer mentors who introduce them to a wide variety of resources, faculty and staff at the college.

- **Transfer to Four Year Colleges**

Students will be provided necessary contacts and information if they are planning to transfer to any four year college or university after completing their academic program at St. Cloud Technical and Community College.

- **Career Planning and Mentoring**

A counselor will work with students in developing their career plans. Students will work with professional mentors who will guide them in developing their professional skills.

- **Workshops and Events**

Student Support Services also offers a number of workshops throughout the year on career planning, financial aid, study skills, communications and transfer to four year colleges. Cultural events are also organized.

To check out your eligibility for TRIO Student Support Services, stop by Room 1-401 or call (320) 308-0977.

MARY STANGLER CENTER FOR ACADEMIC SUCCESS (CAS)

The Center for Academic Success (CAS) is located in room 1-112. It is comprised of the Math Center, Study/Tutor Center and Writing Center.

CAS' goal is to provide academic assistance in a supportive setting so students may make their studies more efficient and successful. Professional staff and peer tutors support students with both technical and general courses through one-on-one and small group contact. Students may drop in, schedule an appointment or be referred by faculty, counselors, and student service staff.

Services provided are free to all students enrolled at St. Cloud Technical and Community College.

Assistance is offered, but not limited to:

- Accounting
- Algebra
- Business Math
- Computer software
- Course related math
- General education courses
- Physics
- Statistics
- Study skills
- Test taking tips
- Textbook reading techniques
- Trigonometry
- Writing for all courses

Peer tutors may be arranged to assist with specific programs or courses. To schedule a tutoring session, go to the CAS website (www.sctcc.edu/CAS) or stop by the CAS.

Academic Coaching

The CAS also offers the Success Skills Program, which works with students to be a more successful student across all their classes. Students schedule a one-on-one appointment with a Success Skills Coach and they meet to assess the needs of the student to help them become more successful. Areas of interest include study skills, time management, test taking, note taking, stress management, and text book reading, among others. These services are free to currently registered SCTCC students.

Library

The Library is the college's center for reference and research services. The print and non-print collections are accessible through MnPals Plus, an integrated library catalog system; MnLINK, the statewide virtual library, and WorldCat, a world-wide library catalog. Interlibrary loan services are available for borrowing materials located at other libraries. Through participation with Minitex and access and delivery of materials is provided free to library users.

EBSCO eBooks, an extensive electronic book collection, can be accessed and read online while on or off campus. The electronic subscription databases contain thousands of full-text articles and abstracts from journals, magazines, newspapers, and multimedia with coverage extending throughout the disciplines.

The Library provides an inviting environment for research, quiet or group study, and leisurely reading. It has individual and group study rooms, comfortable seating, study carrels, computer stations, equipment for video viewing, a photocopier, printers, laptop drop stations, and wireless capability.

Fall and Spring Hours:

Monday – Thursday: 8:00 a.m. to 6:00 p.m.

Friday: 8:00 a.m. to 4:00 p.m.

Summer Hours:

Monday – Thursday: 8:00 a.m. to 4:00 p.m.

Friday: Closed

Closed Saturday, Sunday, & Holidays

Library tours, classroom presentations and individual research assistance with the librarian are available upon request. To access the library website go to <http://www.sctcc.edu/library>.

Student Information

Lockers

Students may rent a locker for a non-refundable processing fee per academic year (Fall and Spring semesters or any portion there of). The fees will be posted annually at www.sctcc.edu/tuition. Students must be actively enrolled in a college major to maintain a locker. Withdrawal from college or classes will terminate the student's ability to use the locker. This privilege is extended to students on the basis that the locker is to be kept in good condition. The college reserves the right to inspect lockers for articles threatening the health and safety of the college community as well as to obtain the return of college property.

Students are asked to keep the locker combination number confidential. Locker assignments are available through the Admissions Office. The college is not responsible for lost items. All lockers must be emptied at the end of the academic year. Any items left in the locker at the end of the academic year

will be disposed of by the college. The college is not responsible for articles left in lockers.

Student Identification/Cyclone Card

Though not mandatory, a Student Identification Card (Cyclone Card) is required for receipt of some services and has a number of other advantages. Student ID's are required for access/participation in:

- YMCA
- Library/Resource Center Privileges
- Metro Transit
- US Bank Options

Student ID's offer additional advantages, such as discounted movie tickets, merchandise and services from St. Cloud area businesses and various online stores.

Technology Services

General Computer Labs: our open computer labs have helpful assistants who have been trained to answer basic questions about logging into campus network, using your campus email, and showing you how to save files. We have two open computer labs in the main building – they are located in room 1-405 and 1-309. We also have a computer lab in the Health Services Building HSB-117.

Phone: 320-308-6445

Student Open Computer Lab

The Student Open Computer Lab Room 1-405 hours are:

Monday: Thursday 7:30 a.m. -9:00 p.m.

Friday: 7:30 a.m. - 4:00 p.m.

Saturday: 9:00 a.m. - 12:00 p.m.

when the College is open. Other lab hours are posted here <http://www.sctcc.edu/computer-labs>.

Email accounts are provided to all SCTCC students taking at least one credit. Wireless access provided throughout the entire building.

Copiers are available in the student open computer labs, the library and some classrooms.

<http://www.sctcc.edu/technology-student-help-printing>

Who do students call for technical help? The Helpdesk in the Open Lab, Room 1-401, or by calling 320-308-6445 in the main building.

D2L Brightspace (Learning Management System)

The web address for D2L Brightspace at SCTCC is <https://sctcc.ims.Minnesota State.edu/>. The D2L student Helpdesk Location is: Room 1-405, Email: OnlineHelp@sctcc.edu Phone: 320-308-6445.

To learn more about Technology Services at SCTCC go to the www.sctcc.edu and enter Student Library and IT Services Handbook in the search box on the front page to find the full length handbook.

Solicitation

All solicitation activities on campus grounds must receive approval from the Director of Student Life. No solicitation is allowed within 30 feet from any entrance to the building.

Trespassing

Security personnel will issue trespass notices when necessary. Questions or concerns should be directed to the Director of Safety and Security in room 1-401.

Publicity Guidelines

A posting policy has been developed to give students, faculty and recognized campus organizations guidelines for distribution and display of literature on campus. The source of any publicity information and the name of the organization must be stated on all posters or other printed material. Questions regarding postings and/or advertising should be brought to the Director of Student Life.

Star Alert

Star Alert is a free SCTCC emergency notification system that makes it possible for students and employees to receive notices of campus-related emergencies via text, email, and voice alerts. All students and employees will automatically receive notifications to their SCTCC email account. If you would like to receive messages in other ways such as on your mobile phone, personal email or home phone please visit the following web page and follow the instructions to sign up:

<http://www.sctcc.edu/star-alert>

Fire Alarms

Students should know the fire alarm procedures for their location in the building.

1. Leave immediately and proceed outdoors with last person closing door.
2. Walk fast but do not run.
3. The first person out props the door open or holds it open.
4. Stay outside until the fire department signals the "all clear"
5. Obey the fire alarm even if there is reason to believe the alarm was set off accidentally.
6. Keep all roadways clear for possible fire trucks or ambulances.

Inclement Weather Policy/School Closings

In the event it is necessary to close the college due to extreme weather conditions or any other emergency situations, the following procedures will be followed:

1. In all cases, students are urged to use good judgment on whether to report to the college based on their individual situations.
2. Inclement weather announcements relative to St. Cloud Technical and Community College will be made on the following stations:

WJON/WWJO #1240 Radio AM (St. Cloud)

KNSI/KCLD #1450 Radio AM (St. Cloud)

WCCO Radio #830 AM (Minneapolis)

WVAL/WHMH

KASM, Albany

KLTF, Little Falls

KWLM

KSTP TV

KARE 11 TV

WCCO Channel 4

Star Alert

SCTCC Website

3. The absence of an announcement concerning the college means that it is in session. The college never announces that it is open.

Tornado/Severe Weather Procedure

The safest areas are:

1. Hallways away from large glass areas
2. Classrooms and offices away from outside walls and windows
3. Bathrooms
4. In the event of a tornado warning or drill, the second floor must be completely evacuated. Students and staff will proceed to the first floor hallway. Things to do:
 - a. Close hallway door.
 - b. Do not stop to open or close windows.
 - c. Sit down in designated area. Leave a passage open in the center of the hallway. The tornado warning will be announced over the intercom system instructing the staff to proceed with a tornado emergency. Do not leave the building until the all clear has been announced.

Medical Emergencies/Ambulance Dial 911

1. Identify nature of emergency.
2. Give the dispatcher the building address.
3. Direct emergency personnel to nearest building entrance (all outside doors are numbered) and room number. Provide escort at entrance to avoid confusion.
4. Assist as possible. Use common sense.
5. Notify Campus Security as soon as possible at (320) 308-3333.
6. Injury/accident reports need to be filed immediately for any accident involving personal injury. Public Safety Officers or the Director of Safety and Security will take the report. Please call (320) 308-3333 to report all injuries.
7. Notify Chris Loos at (320) 308-6158.

Non-Medical Emergencies

Threatening, irrational behavior, assault, etc. Call **911...police**

1. Identify nature of emergency.
2. Give the dispatcher the building address
3. Direct police to nearest building entrance (all outside doors are numbered) and room number nearest incident. Provide escort at entrance to avoid confusion.
4. Attempt to keep others from becoming involved.
5. Notify the Campus Security Office as soon as possible at (320) 308-3333.
6. Notify Chris Loos at (320) 308-6158.

Non-Emergency Situations of Concern

Suspicious or intoxicated individuals

1. Notify Campus Security as soon as possible at (320) 308-3333.
2. Notify Chris Loos at 320-308-6158

For further details please see the Campus Security Report at www.sctcc.edu/security/

Emergency Telephone Calls

In the case of emergency phone calls, we will directly contact the student, if possible, in their classroom area. We will not page a student using the intercom system. College personnel will determine if the phone call is an emergency or non-emergency situation.

STUDENT LIFE & ATHLETICS

STUDENT SENATE

The Student Senate of St. Cloud Technical and Community College is the student leadership of the campus. Student Senate members meet on a regular basis throughout the year and serve on several standing campus wide committees.

The Student Senate consists of one representative from each of the recognized student clubs on campus, five executive cabinet members and at-large members as approved by the executive cabinet. The executive cabinet consists of five officers. They are President, Vice President, Legislative Liaison, Public Relations Coordinator and Secretary. The President and Vice President are elected the second Monday in April each year via student body elections. The Legislative Liaison and Secretary are elected on the third Monday of Fall Semester.

Student Clubs

St. Cloud Technical and Community College students have the opportunity to participate in one or more of the 18 recognized student clubs on campus. Detailed information on each club may be obtained by contacting the club's advisor.

MSCSA

Every student of St. Cloud Technical and Community College is a fee-paying member of the Minnesota State College Student Association (MSCSA). MSCSA has often been referred to as the "State Student Senate." The MSCSA works on behalf of all MSCSA state college students with Minnesota State, the Legislature and the Executive Branch of state government. The MSCSA Executive Board meets once a month and is made up of an Executive Cabinet consisting of President, Vice President, Legislative Liaison and Treasurer, as well as a representative from each of the state's nine regions. St. Cloud is a member of the Central Region, along with Ridgewater College— Willmar and Hutchinson campuses and Alexandria.

The MSCSA holds two working conferences each year. Members of the SCTCC Student Senate Executive Cabinet will attend both conferences to represent and vote on behalf of St. Cloud students.

MSCSA recognizes the importance of Student Government on each campus. They define the purpose of Student Government as:

"Student Government is an important element in the life of a college community and is also important as an educational experience for students on a campus. It is essential that campus student senates be maintained as strong, effective organizations that provide leadership in representing the needs and viewpoints of the students. Involvement in campus governance provides student participants opportunities to develop individual leadership skills, gain experience in policy development and legislative relations, and to develop an understanding of the decision-making process."

LEISURE ACTIVITIES

YMCA

The St. Cloud Technical and Community College and the St. Cloud Area Family YMCA have an agreement that gives students taking six or more credits each semester a free single membership to the YMCA with a \$86 "Joiner Fee". Students must present their valid Cyclone Card on each visit for YMCA facility access. The YMCA is located at 1530 Northway Drive, one block west of St. Cloud Technical and Community College. Adult memberships include use of two pools, whirlpool, locker rooms, gymnasium, water exercise classes, aerobics classes, Nautilus equipment, free weights, racquetball courts, & cardiovascular equipment. School year facility hours are Monday - Friday 5:15 a.m. - 10:00 p.m., Saturday 7:00 a.m. - 6:00 p.m. and Sunday 12:00 p.m. - 4:00 p.m. (hours are subject to change). Call for holiday & summer hours. Single parent, and two parent family and couple memberships are available. Benefits include drop-in daycare, reduced fees & other family programs. Financial assistance is available based on school lunch program guidelines. YMCA tours are available & equipment orientations are recommended. YMCA pool & gym schedules and program information is available at the YMCA and by calling 320-253-2664.

Whitney Recreation Center

St. Cloud Technical and Community College students may purchase individual memberships to the Whitney Recreation Center. Located across Northway Drive from the St. Cloud Technical and Community College, the Whitney Recreation Center features three official sized basketball and volleyball courts and an elevated walking/running track. Students will need their Cyclone Cards to obtain a membership for the courts and track. One membership per identification card will be honored. Schedules of open hours at the Whitney Recreation Center are available in the Student Center or at Whitney. Many tournaments and events are scheduled at Whitney, so please check the schedule for availability prior to using the facility.

Cinema Entertainment Movie Passes

A limited number of movie passes, good for movies showing at Parkwood Seventeen, are available for purchase in the BookStop. The passes are subsidized by the Student Activity Fee and are available at a rate of \$12.00 for two passes. In order to serve as many students as possible, purchases are limited to two passes per student per 45 days apart. Students must show the student identification card for purchase.

**The cost is subject to change without notice.*

Student Recognition Programs/Commencement

The Student Senate sponsors the Student Recognition and Awards Program as well as the commencement ceremony for students who have completed, or will be completing their degree/diploma over the course of the year. Prior to the commencement ceremony, the Student Senate sponsors the Recognition and Awards Program. During the program, an SCTCC tradition, students will be recognized for their involvement in extra-curricular activities and service contributions that enhanced the quality of student life at St. Cloud Technical and Community College.

Students purchase their cap and gown for graduation at the BookStop. Cap and gown are required attire for those going through the commencement ceremony. To ensure that a student's name is included in the graduation program, the student should apply for graduation with the Office of Records and Registration prior to April 14th.

SCTCC JOB FAIR

St. Cloud Technical and Community College has one of the largest and longest-running Job Fairs in the Minnesota State system. Each year, approximately 150 employers attend the Student Senate-sponsored Job Fair. This year's Job Fair is scheduled for March 28, 2017. The Job Fair runs from 9:00 a.m. to 12 p.m. at the St. Cloud Rivers Edge Convention Center. A shuttle service will be provided between the college and convention center. Students have the opportunity to meet the employers in attendance and obtain valuable job and career information.

Students can prepare for the Job Fair by attending the Job Fair Preparation Seminar Series, which takes place in the weeks leading up to the Spring Job Fair.

NURSING PINNING CEREMONY

The Nurse Pinning Ceremony is a time-honored tradition that symbolizes the newly-graduated nurse's welcome into the profession of nursing. The pins represent the school from which they graduated and have been given to nurses for over 100 years. SCTCC honors its Practical Nursing graduates with a pinning ceremony each semester for its 50 graduates. The ceremony is held at the St Cloud River's Edge Convention Center and is sponsored by the college and the nursing club.

VARSITY ATHLETICS

St. Cloud Technical and Community College offers varsity competition in women's volleyball, women's basketball, women's softball, men's basketball and baseball. Teams compete against other colleges and technical colleges in league and tournament competition. Interested students may sign up, or receive further information from the Student Life and Athletics Office Digital Commons B-023.

THE BOOK STOP

The BookStop is located across from the Commons and offers a wide variety of goods and services, books (new and used), college clothing, computer software, school supplies, cards and gift items, beverages and candy. In addition, The BookStop sells postage stamps, discounted movie passes, and provides copy and fax services. The BookStop hours are 7:30 am to 5:00 pm Monday - Friday. Extended hours are announced at the beginning of each term.

Textbooks

Textbooks are available new and used at the start of each term and throughout the term for late start classes. Please bring your class schedule to facilitate your textbook selection.

Textbooks can be ordered online at www.Bookstop.sctcc.edu and either picked up in the store (no additional handling charges) or mailed out (shipping charges will be added).

Textbooks and supplies can be charged to your financial aid (if you are eligible and have your student ID card starting one week before the start of the semester through the 3rd day of the first week.

Textbook Rentals

The BookStop now offers the rental option on select textbooks. All rentals must be secured with a major credit card and returned by the end of the semester. Your student ID is required.

Used Book Buyback

Used Book Buyback is held at the end of each term. Students receive cash for books that are reused on campus. No receipt is required although we need your student ID card.

Refunds

Books can be returned to The BookStop in saleable condition within 10 days from the start of a term with a **dated sales receipt** (summer semester 5 days).

Cyclone Cash Card

The BookStop accepts payment for items in the bookstore with the new **CYCLONE CASH CARD**.

STUDENT CENTER

The Student Center is located in Digital Commons B-023. Students are encouraged to use the Center as a place to recreate, relax and study. The Student Center's mission is to build a sense of community by providing a social atmosphere for the college campus, updated equipment, comfortable surroundings and recreational and leisure activities. When classes are in session the Student Center hours are 9 a.m. – 8 p.m. Monday - Thursday, 8 a.m. to 4 p.m. on Friday. Break hours are subject to change.

EASTVIEW GRILL & COMMONS

The Eastview Grill and Commons is open from 7:30 a.m. to 4:00 p.m., Monday – Thursday and Friday 7:30 am – 2:00 pm. Daily breakfast and lunch specials are available. A variety of sandwiches, snack items, fruits and vegetables are available on the line. Pop, milk, juice and other beverages are sold. We promote campus card discounts on a variety of food and beverage throughout the school year.

HOUSING

The Admissions Office provides a housing list to help students locate living quarters such as apartments, dorm rooms and single family dwellings. The St. Cloud Technical and Community College does not own or operate any student housing. Students are advised to use care when evaluating their housing options. St. Cloud Technical and Community College and St. Cloud State University have a cooperative agreement to provide housing for technical college students. St. Cloud Technical and Community College students pay the same rate that university students pay, technical college students can receive the many benefits and services provided in the residence halls. Space is limited and available on a first-come-first-served basis. For information call either: St. Cloud Technical and Community College/(320) 308-5089; or St. Cloud State University (320) 308-2166 .

PUBLIC TRANSPORTATION

St. Cloud Metro Transit Commission (MTC) provides FREE Metro Bus transportation for all currently enrolled St. Cloud Technical and Community College students. The St. Cloud MTC and the SCTCC student activity fee are supplementing the program. Participation in the program requires a Cyclone ID. Your pass is valid at any time, on any fixed Metro Bus routes for unlimited rides. The MTC's Metro Plus Para

transit service is not included in this program. Please visit the St. Cloud MTC web site for route and schedule information.

FEES

Student Activity Fee -- \$6.71 per credit activity fee is charged to all credit courses. The Student Activity Fee is used to sponsor all the activities listed in this datebook, as well as allowing the Student Senate to conduct all necessary business in representing SCTCC students.

MSCSA Fee -- \$.31 per credit MSCSA fee is charged to all credit courses. Every technical college student is a paying member of the Minnesota State College Student Association, the recognized state organization for technical college students. The MSCSA represents technical college students at state and federal levels on higher education issues.

Student Insurance Fee -- \$.35 per credit student accident insurance fee is charged to all credit courses. The insurance fee is accident insurance for students participating in school-related activities. It covers all costs (up to a maximum amount) incurred by a student involved in an accident doing school-related business, including the payment of a deductible for those currently insured under a different plan.

Campus Access Fee -- per credit rate of \$3.00 has been assessed to replace the traditional parking pass. Permits are available in the Financial Services.

Technology Fee --An \$8.75 per credit fee is charged to all credit courses to increase students' access to technology on campus.

ON- CAMPUS Resources	
Academic Affairs Office	320-308-5994
Accounting Careers	320-308-5063
Accounts Payable	320-308-3709
Administrative Support Careers	320-308-5065
Admissions Office	320-308-5089
Advertising Careers	320-308-5924
Architectural Construction	320-308-5992
Auto Body	320-308-5047
Automotive Service	320-308-5016
Book Stop	320-308-5028
Campus Playhouse	320-534-0174
Career Services	320-308-5926
Carpentry	320-308-5082
Center for Academic Success	320-308-5920
Chief Financial Officer	320-308-5026
Child/Adult Care	320-308-5034
Computer Careers	320-308-5670
Continuing Education	320-308-0015
Culinary Arts	320-308-5037
Curriculum	320-308-5994

Dean of Business & IT	320-308-5538
Dean of Trade & Industry	320-308-6639
Dental Assisting	320-308-5919
Dental Clinic	320-308-5919
Dental Hygiene	320-308-5919
Director of Advising Center	320-308-5175
Director of Health and Nursing	320-308- 5156
Financial Services	320-308-5961
Fire Fighting	320-308-5011
Foundation	320-308-5668
Heating & Air	320-308-5916
Machine Tool	320-308-5088
Mechanical Design	320-308-5044
Medium/Heavy Truck	320-308-5932
Paramedic Department	320-308-5405
Plumbing	320-308-5079
Practical Nursing	320-308-5156
President's Office	320-308-5017
Registrar	320-308-5075
Sales & Management	320-308-0970
Sonography	320-308-0971

Student Life Director	320-308-5922
Surgical Technology	320-308-5921
Technology Center	320-308-5966
TRIO	320-308-0977
Water Environment	320-308-5952
Welding	320-308-5931
OFF - CAMPUS RESOURCES	
Alcoholics Anonymous	320-202-1895
Benton County Sheriff	320-968-7201
Birthline, Inc	320-252-4150
	1-800-786-0200
Catholic Charities Emergency	320-229-4560
Catholic Charities	1-800-830-8254
Central MN Mental Health Center	320-650-1550
Central MN Sexual Assault Center	320-251-4354
	1-800-237-5090
City Attorney	320-255-7200
Crisis Support Hotline (Stearns)	1-800-635-8008
DRS/DVR	320-308-2224
Emergency - Police, Fire, Medical	911
Tri County Action Program	320-251-1612
Legal Aid	320-253-0121
Lutheran Social Services	320-251-7700
MN Workforce Center	320-305-5320
Planned Parenthood	320-252-9504
Poison Control Center MN	1-800-222-1222
Psychiatric, Drug & Alcohol Emergency	1-800-635-8008
Salvation Army Shelter	320-252-4552
Sherburne County Sheriff	763-765-3500
State Patrol	320-255-4224
St Cloud Hospital	320-251-2700
Stearns County Sheriff	320-259-3700
Stearns County Social Services	320-656-6000
United Way	320-252-0227
	1-800-543-7709
Woman Shelter Anna Marie's	320-253-6900