

# ST. CLOUD TECHNICAL & COMMUNITY COLLEGE RESOURCES

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### IT Help Desk

320-308-6445

helpdesk@sctcc.edu

Northway Building 1-215



# ST. CLOUD TECHNICAL & COMMUNITY COLLEGE RESOURCES

## Policies

### Policies covered in orientation

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To view all policies at SCTCC:

<http://sctcc.edu/policies>

## Proctoring

Northway Building 1-112

Kerby Plante  
320-308-5820

[kplante@sctcc.edu](mailto:kplante@sctcc.edu)

Teri Johnson  
320-308-6456

[tjohnson@sctcc.edu](mailto:tjohnson@sctcc.edu)

## PSEO

NOSR form: [www.sctcc.edu/sites/default/files/admissions/documents/NOSR.pdf](http://www.sctcc.edu/sites/default/files/admissions/documents/NOSR.pdf)

## SAP Student Information

### Filling out the Success Plan

You can find the Success Plan here: [https://webapps.sctcc.edu/success\\_plan/](https://webapps.sctcc.edu/success_plan/)

### Tips and Tricks for the Plan

- Have your StarID or your SCTCC Tech ID number handy
- The plan will ask you to login to eServices to check your academic record. Find your GPA and calculate your completion rate
- If you have not attended SCTCC before, you do not yet have a GPA and can enter 0
- If you get stumped on any questions, do the best you can and you will go over the information with an advisor
- Make sure to click submit on the form to ensure an advisor can pull it up for you.

## College Tips

### Time Management

Study Guides and Strategies site: <http://www.studygs.net/schedule/>

## Goal Setting

[Worksheet](#)

## Program-Specific Info

[AA/Transfer Students](#)

[Undecided](#)

[Business and IT](#)

[Business Management](#)

[Health and Nursing](#)

[Trades and Industry](#)

## PSEO Advisor

[rschaaf@sctcc.edu](mailto:rschaaf@sctcc.edu)

320.308.6022

<http://sctcc.edu/pseo>

## Campus Info

### Parking

Register your vehicle online here: <https://webapps.sctcc.edu/parkingregistration/>

### College Maps

<http://sctcc.edu/campus-map>

### Wi-Fi

Network: SCTCC Wireless

Password: cyclones

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320-308-6445

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

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# ST. CLOUD TECHNICAL & COMMUNITY COLLEGE RESOURCES

## Campus Services

### Academic Advising

Northway Building 1-312  
320-308-5741

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

Mon-Thurs: 7:30AM–5:30PM  
Friday: 7:30AM–5:00PM

<http://www.sctcc.edu/advising>

### Center for Academic Success (CAS)

Northway Building 1-112

<http://www.sctcc.edu/cas>

#### Fall and Spring Semester Hrs:

- Mon-Thurs: 7:30AM-5:00PM
- Friday: 7:30AM-3:00PM

#### Summer Hrs:

- Mon-Thurs: 9:00AM-3:00PM
- Friday: 9:00AM-noon

### Career Advising

Northway Building 1-448  
320.308.5926

[jbauer@sctcc.edu](mailto:jbauer@sctcc.edu)

<http://sctcc.edu/career-advising>

### Career Services

Northway Building 1-448  
320.308.5926

[jbauer@sctcc.edu](mailto:jbauer@sctcc.edu)

<http://sctcc.edu/career-services>

## Disability Services

Student Support Manager

320-308-5096

[acc@sctcc.edu](mailto:acc@sctcc.edu)

Accommodations Specialist

320-308-5757

[acc@sctcc.edu](mailto:acc@sctcc.edu)

<http://www.sctcc.edu/disability-services>

## TRIO

Northway Building 1-401

320.308.0977

[William.Tuoy-Giel@sctcc.edu](mailto:William.Tuoy-Giel@sctcc.edu)

<http://www.sctcc.edu/trio>

## Veterans Services

<http://sctcc.edu/veterans-services>

Brian Volkmuth, SVO Faculty  
Advisor

320.308.5670

[bvolkmuth@sctcc.edu](mailto:bvolkmuth@sctcc.edu)

Anita Baugh, School Certifying  
Official

320.308.5936

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

GI Bill Web Site: [www.gibill.va.gov](http://www.gibill.va.gov)

Higher Education Veterans Programs: [mymilitaryeducation.org](http://mymilitaryeducation.org)

V.A. Education Benefits Toll  
Free Number - 1-888-442-4551  
(1-888-GIBill-1)

## Electronic Resources

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

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### eServices - Check your DARS

- Log in to eServices using your StarID
- Select Grades and Transcripts.
- Select Interactive Degree Audit Report.
- Click the link for the appropriate major - DARS will open in a new window. Verify completed courses are listed, including transfer credits.

### eServices - Drop/Withdraw

- Log in to eServices using your StarID
- Click the Courses and Registration tab.
- Click the View/Modify Schedule tab from the menu on the left.
- The courses you are registered for will be listed.
- You can view the Last Dates to Drop/Withdraw from each individual course by hovering over the icon.
- The Drop Date is the last day you can drop the course and not receive a W or be charged for the course. The Withdraw Date is the last day you can withdraw from the course to receive a W.

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- To drop/withdraw from the course click the icon.
- Enter your eServices password, then click submit.
- A message will pop up at the top of the page, and the course will no longer appear in your schedule after you refresh the page.

## eServices - Register for classes

- Log in to eServices using your StarID
- Click to Courses and Registration, then Course Search.
- Search for courses at SCTCC by choosing the Subject from the drop down menu and entering the Course Number if you know it. Make sure that you have selected the correct semester.
- The Search Results & Plan page shows your search results, as well as courses on your Wish List, Wait List, and Registered list.
- Click on the Course Title for more information.
- Add a course to your wish list by clicking the “Add” icon. Adding a course to your wish list does not ensure your seat in the course.

- If a course is full, you might be able to add your name to the waitlist by clicking the “Waitlist” icon.
- Once you have selected your courses, click the Continue to Review My Plan link, under the plan menu bar.
- Check the box next to each course you wish to register for and click Select Course(s) to proceed to Register.
- Enter the Access Code and enter your password
- If you get an error message when trying to register, please see an advisor for help.
- When successful, your courses are under the View/Modify Schedule tab on the left.
- To print your schedule for your reference, click the Printable Schedule link the top right corner of your schedule.

## Registration Dates

[sctcc.edu/when-to-register](http://sctcc.edu/when-to-register)

## D2L Brightspace

<http://sctcc.edu/d2l>

## Sign up for Star Alert

[sctcc.edu/star-alert](http://sctcc.edu/star-alert)

## Email

Login:

<http://portal.office365.com>

How-to:

<http://sctcc.edu/new-email>

## Starfish

Access Starfish by logging into [D2L Brightspace](#). The link is on the right-hand side.

The first time you login, close the welcome page to go to your Starfish homepage.

To change your Starfish profile information, click the “My Profile” link at the top of the page. You can upload a photo to put a face to your name by selecting the Upload Photo link. Your contact information (email, phone) can be changed as needed. Make sure to click Save.

Visit “My Success Path” on your Starfish page to find recommendations for improvement in your courses and referrals to campus support offices. You will receive email notifications for these items as well.

Flags urge you to review your current academic standing in a specific course - detailed notes from your instructor might be included. Read the notes, review your grades on D2L Bright-

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Space and follow up with your instructor to talk about how to improve.

If you have a flag, you might receive a phone call from your advisor to talk about your progress.

Kudos give acknowledgment of work well done! Keep up the good work!

The to-dos are usually suggestions by instructors or follow-ups after advising meetings. Read and take action on these items as needed.

## Virtual Tutoring

To set up a virtual tutoring session, send an email to one of the following:

- For writing assignments: [writingcenter@sctcc.edu](mailto:writingcenter@sctcc.edu)
- For science assignments: [sciencecenter@sctcc.edu](mailto:sciencecenter@sctcc.edu)
- For math assignments: [mathcenter@sctcc.edu](mailto:mathcenter@sctcc.edu)

## Virtual Advising

To set up a virtual advising session, email: [advising@sctcc.edu](mailto:advising@sctcc.edu).

To download Skype for Business, login to your Office 365 account. On the right-hand side, underneath the Install Office

button, click on "Other Installs." Choose Skype for Business on the left-hand side, and follow the directions.

## Financial Services

Northway Building 1-401  
(320) 308-5961

[financialaid@sctcc.edu](mailto:financialaid@sctcc.edu)

<http://sctcc.edu/financial-aid>

## Fill out the FAFSA

[FAFSA.org](http://FAFSA.org)

SCTCC code: 005534

## Online Billing & Payment

Check your tuition balance online through eServices. Accounts can also be paid online with e-checks or Visa, MasterCard or Discover credit cards.

## Workstudy info

[sctcc.edu/work-study](http://sctcc.edu/work-study)

## Financial Aid forms

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

## Apply for a loan

[www.sctcc.edu/loan-applications](http://www.sctcc.edu/loan-applications)

## NBS payment plan

[webproc.mnscu.edu/eservices/login.html?campusid=208](http://webproc.mnscu.edu/eservices/login.html?campusid=208)

- Log into your eServices

- Click on Bills and Payments
- Click on Enroll in a new payment plan

## Disbursement dates

<http://sctcc.edu/aid-disbursement>

## Direct Deposit

- Login to eServices
- On the left, click "Financial Aid"
- Click "Direct Deposit Setup"

## Tuition Deferred Payment Plans

A few things to know:

- All your tuition must be paid by the end of the current semester, otherwise you won't be able to register for a new semester.
- There is a \$29 processing fee for each deferment agreement.
- You can't enroll in a plan for previous tuition debt or if you aren't currently enrolled
- You can add funding to your payment plan for other expenses, such as charging book purchases.

## Title IV Policy

If you are planning on dropping all classes, be aware of this policy - you may need to repay part

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of your financial aid.

<http://sctcc.edu/repay-aid>

## Bookstore online purchasing

<http://bookstop.sctcc.edu/home.aspx>

## Foundation/Scholarships

foundation@sctcc.edu  
(320) 308-5980

<http://sctcc.edu/scholarships>

## Budget

[GPS Life Plan Budget](#)

(This is printable)

## ID/Cyclone Cash

You can use your ID card as a cash card and use it on campus:

- Commons
- BookStop
- Computer Lab copier machine
- College printers

You can also open a checking account through USBank and turn your ID/Campus Cash card into your bank card as well - all in one! Learn more about U.S. Bank by visiting [www.usbank.com/stcloud](http://www.usbank.com/stcloud).

## Campus Life

### Clubs and Organizations

[sctcc.edu/club-list](http://sctcc.edu/club-list)

### Senate

<http://sctcc.edu/student-senate>

### Athletics

[sctccathletics.com](http://sctccathletics.com)

[youtube.com/videosctcc](http://youtube.com/videosctcc)

### Student Athletes Information

Recruiting form

[http://sctccathletics.com/recruits/Recruiting\\_Forms](http://sctccathletics.com/recruits/Recruiting_Forms)

Athletics forms

[http://sctccathletics.com/information/Athletic\\_Forms](http://sctccathletics.com/information/Athletic_Forms)

### Eligibility

<http://sctccathletics.com/information/Eligibility>

### Videos referenced:

[https://www.youtube.com/playlist?list=PLFZ5RB7uWXvkbCh-JQQEq\\_6PiTaWPxRd6X](https://www.youtube.com/playlist?list=PLFZ5RB7uWXvkbCh-JQQEq_6PiTaWPxRd6X)

### More training videos:

<http://sctcc.edu/advising-videos>

# WELCOME TO SCTCC!

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